



Robert Boyle

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PERSONAL SUMMARY

FE1 exams completed and Bachelor of Civil Law qualified. A proficient legal and compliance specialist with a demonstrated history of working within the funds, financial and consumer electronics industry. Skilled in Legal Compliance, Legal Writing & Research, Data Privacy and Conveyancing. Proficient in IT Systems and System Processes.

- Commercial Acumen
- Self-Starter
- Due Diligence
- Deadline Focused
- People Skills
- Team Player

Professional Employment History

Adjudicator – EMEA Global Backgrounds - Apple Distribution International – Hollyhill Industrial Estate, Cork

Fixed Term Contract: April 2022 – June 2023 - Duties included:

- Monitoring and reviewing corporate and retail background checks and adjudicating on reports where discrepancies have been identified.
- Ensuring thorough legal & compliance pertaining to Apple's background check policies.
- Highlights concerns regarding any inherent risk to the business where issues of integrity are discovered within the candidates background check.
- Prepares briefs and escalates in close partnership with legal regarding any questionable aspects uncovered during the review of a background check investigation.
- Acts a liaison between the Backgrounds team, internal partners and external organizations and candidates.
- Leads candidate outreach to discuss potentially sensitive information uncovered during the background check investigation.
- Assist and support the global background team with cross regional coverage and project work.
- Collaborates to identify weaknesses in existing procedures and communicates necessary corrections.
- Provides training and support to internal partners both within and outside the Global Backgrounds team.
- Maintains a strong working knowledge of local, state, and national legislation issues affecting the collection of background information.

Client On-boarding Specialist – Alter Domus Funds Services Ireland Limited – Cork Airport Business Park, Cork

Permanent Contract – August 2021 – February 22 - Duties Included:

- Serve as single point of contact for the client, responsible for the coordination and successful end-to-end delivery of projects. Closely manage the expectations of the client and their projected timelines for capital call/fund launch. Taking an active part in the initial setup of any new funds being launched and liaising with independent lawyers, and notaries as part of the set up process.
- Manage multiple clients throughout the onboarding lifecycle and effectively engage internal stakeholders in the operational decision-making ensuring all KYC paperwork and constitutional documents received meet our internal client take on compliance process.
- Working as part of the client relationship management team, and participating in weekly client discussion calls.
- Taking care of the day-to-day operations of the onboarding such as gathering all constitutional documents for our internal compliance process and carrying out UBO filing, FATCA/CRS, and arranging for bank accounts to be open in order for the initial share capital for the fund to be deposited.
- Coordination between internal and external parties to ensure all service contracts are signed and issued within a timely manner.
- Responsible for resolving client queries in a quick and efficient manner.
- Pro-actively take on additional responsibilities and administrative tasks as required by senior managers or clients.

Securities Paralegal - Bank of Ireland Group – Unit 2B, Clonskeagh Square, Dublin 14

Fixed Term Contract – Dec 2019 – Sep 2020 - Duties Included:

- Investigation of title and security documents to ensure sufficient compliance.
- Scheduled all incoming and outgoing documentation pertaining to title deeds of property for private individual and commercial clients.
- Ensured that all company charges were compliant with the Certificate of Registration (CRO) and was signed within 21 days of the charge date.
- Ensured Company Board Resolution dates were completed and signed.
- Thoroughly checking the Property Registration Authority website for evidence of title to property and any right, privilege, appurtenance or burden of charge appearing within such title of property.
- Checking the Land Registry and Folios to ascertain the registered owners and type of title, and ensuring that no prior charges were outstanding.
- Processed requests for title deeds to be released on Accountable Trust Receipt (ATR) to panel solicitors.
- Ensured that Qualifications on Title concerning advices from panel solicitors were confirmed and accepted by the Banking Relationship Manager.
- Ensured Power of Attorney was received from any solicitor acting on behalf of the mortgagor regarding information about their client's title deeds etc.
- Ensured all paperwork received was compliant with the bank's policy for effective security before writing to the solicitor and confirming their discharge of undertaking.
- Processed consumer requests for vacated charges where all outstanding monies owed were received and updated for Final Release of Title Deeds.
- Dealing with any ad-hoc queries as they arise, in addition to filling and scanning etc.

Legal Specialist (Global Privacy) - Apple Distribution International – Hollyhill Industrial Estate, Cork

Fixed Term Contract - May 2018 – Sep 2019 - Duties Included:

- Processed large volumes of subject access requests (SAR's) within a strict deadline from current and former employees seeking access to their personal data in accordance with the General Data Protection Regulation (GDPR).
- Drafted and communicated official responses in line with established Data Protection and Privacy Principles across multi jurisdictional regions, subject to senior counsel approval.
- Developed a process map and presented onboarding training to new team members around the process of compiling and distributing personal data using various software applications while also explaining the legal compliance obligations pertaining to privacy principles throughout the process.
- Compiled a repository database of various legal templates for complex privacy complaints/requests.
- Designated first point of contact with internal stakeholders such as EMEA HR Legal, the Employee Relations and Human Resources teams in order to investigate privacy complaints and retrieve employee personnel files as part of disciplinary and grievance investigations.
- Reviewed and redacted all legally privileged information between legal counsel and management upon reviewing emails, and records pertaining to disciplinary/grievance actions as conducted by the Employee Relations teams.
- Identified and escalated non-standard and exigent requests to senior counsel for alignment on company policy and procedure from a high-volume privacy team mailbox.
- Ensured a Power of Attorney was obtained from solicitors who were acting on behalf of their clients in order to access their personal information.

Tax Assistant - FDC Group, Tax Department Ltd, Bandon Co. Cork

Permanent Contract – June 2017 – Nov 2017 – Duties Included:

- Assisted in the preparation of filling Capital Acquisitions Tax, Capital Gains Tax, and Income Tax returns with the Revenue Commissioners.
- Researched technical tax implications in accordance with the tax code.
- Recorded the minutes of client consultation briefs to be prepared for file.
- Drafted correspondence in line with senior management's direction to clients.

Annuity Administrator - Cement & Concrete Workers District Council, New York City, USA

Permanent Contract – Jan 2010 – Sept 2014 – Duties Included:

- Ensured prompt and accurate completion of all administrative filing pertaining to annuity withdrawals for union members accounts.
- Processed hardship withdrawal applications in line with the stipulated Cement & Concrete Workers District Council annuity fund.
- Ensured compliance in terms of all relevant documentation received was notarized to sign off on the release of the requested amount from the union members annuity account.
- Ensured all hours worked by union members reconciled with time sheets received from the employer contributions into the pension fund by liaising with the Union Representatives.

EDUCATION

Law Society of Ireland – The Final Examination – First Part (FE-1)

Successfully completed the professional final entrance examinations to the Law Society of Ireland:

- Company Law
- Constitutional Law
- Law of Contract
- Criminal Law
- European Union Law
- Equity Law
- Real Property
- Law of Tort

National University of Ireland, University College Cork

Sep 2014 – Sep 2017

Bachelor of Civil Law: Awarded – 2.1 Honours Degree

SKILLS

- Proficient in Microsoft Excel/Word/PowerPoint/Adobe Acrobat DC/SAP
- Excellent written and verbal communication skills.
- Organisation and planning, including time management.
- Able to work within a deadline driven environment.
- Able to work as part of an interdisciplinary team.

INTERESTS

- Travel
- Music
- All Sports – especially Gaelic Football

REFERENCES - Available on request