Robert Reid

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**Education**

June 15 **Professional Certificate in Compliance**. Institute of Bankers

**Law Society of Ireland FE1s (8)**

Oct11- Criminal Law, Property Law, Tort, Contract Law, Equity and Law of Trusts, EU March 14 March 14 Law, Company Law, Constitutional Law.

2009-2010  **Postgraduate Diploma in Law. (2:2 Hons)** Dublin Institute of Technology.

2003-2004 **Postgraduate Diploma in Business. (2:1 Hons)** Smurfit Business School.

Subjects: Accountancy, Management of Organisations, International Business,

Organisational Behaviour, European Economic Environment, Business Finance,

Banking, Human Resource Management, Business Info Technology, Marketing.

2000-2003 **Bachelor of Arts Degree (3 Hons)** University College Dublin.

Subjects: English and Information Studies.

**Employment:**

**Legal Experience;**

Mar – **A&L Goodbody** – Paralegal

Present

* Part of team working on large scale due diligence project for an Irish financial institution on a high value property loan portfolio.
* Reviewing security documents including mortgages, guarantees, undertakings, equitable deposits, schedules and facility letters in accordance with due diligence criteria requirements.
* Conducting extensive property searches in land registry and registry of deeds in conjunction with information provided by client, and review of same.
* Meticulous recording of data extracted from source in accordance with run rate metrics.
* Remediation work in conjunction with commercial property department; which includes continuous monitoring of issue logs, analysing and investigating technical points, and corresponding with client to achieve resolutions.
* Responsibility for due diligence master documents as intermittently published to client, including updates and amendments by way of focus detailed reviews, docs chase and incorporation of remediation work.
* Processing client requests arising through client analysis of published due diligence and bidder Q&A.
* Discovery project on High Court litigation matter which included first pass review in electronic format and subsequent hardy copy review and indexing.
* Facility letter review in conjunction with litigation department for an Irish bank in relation to CBI tracker mortgages review.
* Mentoring, training and support of junior paralegal members working within quad and broader team.
* Currently working on second due diligence project for another financial institution concurrently with project as detailed above, incorporating much of the same duties and skills as outlined above.

Sep 14- **Galligan Johnston Solicitors:** Internship

Jul 15

* Responsibility for managing multiple claims where Payment Protection Insurance was potentially mis-sold.
* Claim management including:
  + Logging initial claims,
  + Maintaining claims database and litigation tracker,
  + Drafting letters of claim and related correspondence to the respondent,
  + Section 68 letters to clients and;
  + Drafting claim notices for issuing proceedings for identified and investigated claims within the statute of limitations.
* Drafting and issuing a variety of litigation correspondence and pleadings as required with particular emphasis on debt collection, PRTB and commercial leases.
* Drafting and attending to filings of required CRO and relevant legislative and regulatory documentation.
* Attending to court stampings and filings and assisting counsel in court in preparation of cases, note taking and reporting back to solicitors with outcomes.
* Company secretarial work including drafting board minutes and board and shareholder resolutions relating to same.
* Conducting legal research as required most notably on qualifying investor funds.
* Preparing briefs for counsel with covering letters and also completion bibles for clients.
* Logging and updating client files on case management system and paper files maintenance.
* Working on company formations.
* Acquiring Title Deeds under accountable trust receipt.

**Pro Bono**

* Junior achievement program involves attending an inner city school to have classes with junior cycle students. The focus of the program is to prevent students from dropping out. My role involves advising students on the potential careers and opportunities that are available in life.

**Interests**

* **Sport**: Member of the Carlisle Health and Fitness club. Enjoy swimming, jogging, cycling and five a side football. I attend many internationals both football and rugby.
* **Music**: I have played the guitar since my teens and come from a very musical family. I have an extensive mp3 collection and have participated in many gigs over the years.
* **Reading**: I like to keep up with current affairs, domestic and global, and changes in legislation by consulting news reports on a daily basis.
* **Travelling**: I have travelled through Canada, the U.S. and Europe and enjoy meeting new cultures and experiencing new places.

**References can be furnished upon request.**