Robert Reid

**Mobile:** 0867268983 **E-Mail:** [robreid16@gmail.com](mailto:robreid16@gmail.com)

**Legal Experience;**

Apr 17 – **A&L Goodbody – Legal Executive**

Present

Mar 16 - **A&L Goodbody** – **Paralegal**

Mar 17

* + Member of Legal Project Management Services Team in banking department.
  + Multi –Disciplined team who have delivered Legal Due Diligence on several multibillion property loan portfolio sales over the course of my time with the firm.
  + Involving reviewing and analysing, security and title documents including mortgages, guarantees, and facility letters in accordance with due diligence criteria requirements.
* Meticulous extraction and recording of, objective and subjective data in accordance with multiple diligence fields.
* Conducting searches on registered and unregistered land, with or without accompanying documents to evidence registration of title and security and investigation of matters of concern. Conducting company searches on Search4Less platform and review of company life cycles and registrations.
* QC Reviews of work undertaken on first pass by team.
* 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.
* Focus detailed reviews of portfolio anomalies, red flags, key deliverables and project completion matters.
* Responsibility for sub projects in conjunction with wider banking team including those culminating in bidder report documents.
* Processing client requests arising through client analysis of published due diligence, bidder Q&A, and purchaser queries.
* E-Discovery projects on litigation matters which includes review of documents and correspondence in accordance with set review criteria and categorisation of same.
* Reviewing leases and drafting lease reports in relation to a large property sale.
* Other ad hoc billable projects support in accordance with firm’s wider business needs.

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 emphasis on debt collection, PRTB and commercial leases.
* Company secretarial work including drafting board minutes and board and shareholder resolutions relating to same
* 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.
* 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.

**Financial Services Experience:**

Jan-Jul 08 **Custom House Group**

* Responsible for managing Hedge Funds reconciliations.
* Calculating financial statistics, inputting data to financial systems and production of multiple funds to meet stringent time deadlines and reports.
* Employing financial management systems including the Bloomberg platform.
* Compiling financial reports and handing over of prepared daily fund for Net Asset Value calculation.
* Responsibility for reconciliation, managing paper files and paper trail and maintenance and upkeep of financial records.

Feb-Dec 07 **Bear Stearns Investment Bank. Derivative Operations**

* Responsible for assignment of system breaks in fixed income reconciliations using software enabled financial management systems.
* Managing trading systems including breaks occurring on Credit default swaps and currency swaps.
* Matching both legs of the swap or calculating precisely why both legs do not match. i.e. matching cash flows and ensuring financial reconciliations.
* Communicating with middle and front office in New York, London and Tokyo via e-mail and phone and assigning such breaks for review and correction.

**I.T. Skills**

* Fully literate in the full range of Microsoft suite including proficiency with Outlook, File site, Access and Share Point.
* Advanced Excel skills. Professional Office Certification in Microsoft Excel from IACT.
* Advanced Word skills with focus on drafting of correspondence and court documents.
* Fully conversant with Internet and web-based technologies and platforms including competency on several in house bespoke web-based systems.

**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, EU Law, Company Law, March14 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 (Hons)** University College Dublin.

Subjects: English Literature and Information Knowledge Based Systems Studies.

**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. I also recently completed the Mark Pollock run in the dark.
* **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 daily, as well as periodicals and newsletters.
* **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.**