

## SHANE GUBBINS

31 SAINT EDMUND'S GROVE, SAINT EDMUNDS, LUCAN, DUBLIN

086 2262060

### PROFILE

- Highly ambitious, self-motivated LL.M graduate with one-year's post graduate experience in financial services law.
- Keen interest in all aspects of the law with a particular interest in funds, commercial law, constitutional principles, law reform, torts and criminal matters.
- First Class Honours LL.M thesis "The Uncertainty of Certainty in Criminal Law" (supervised by Prof. Tom O' Malley, it examined how the judiciary have responded to the recent increase in claims of unconstitutionally vague statutes).

### PROFESSIONAL EXPERIENCE

#### **January 2019 to present      MUFG Investor Services, Dublin – Legal Assistant**

MUFG Investor Services is a subsidiary company of Mitsubishi UFJ Financial Group, Inc. MUFG is one of the world's leading financial groups with total assets of approximately USD 2.7 trillion. The Investor Services business comprises regulated fund administration, trustee, custody & banking across Ireland, Bermuda, Cayman Islands, Jersey with other MUFG Group subsidiaries in London, New York, Canada and Singapore. Key stakeholders: Client Relationship Management, Compliance, Corporate Governance, Risk and Vendor Management.

Reporting directly to the Head of Legal, the main focus of my role is to ensure that both the Head of Legal and the wider senior team is fully supported in its day-to-day deliverables. Principal duties include:

- Review of administration agreements, non-disclosure agreements and general transaction management
- Review of vendor contracts - IT contracts, licence agreements and other service contracts (e.g. recruitment).
- Assisting client integration and client service teams with legal queries raised by clients
- Part of GDPR project team for fund administration contracts and vendor contracts
- Conducting legal research and maintaining precedent agreements
- Management Information reporting to Head of Legal

#### **July 2018 to January 2019      MUFG Investor Services, Dublin – Governance Assistant**

- Attendance and minute taking at board meetings and committee meetings
- Liaising with board of directors, committee members, department heads, function heads and other staff
- Drafting minutes, collating board packs and presentations for meetings and diary management
- Maintaining and updating internal logs and trackers, creating spreadsheets for internal reporting
- Writing memos, reports and summaries; Assisting in corporate governance matters

**Feb 2018 – June 2018      Glass Lewis, Corporate Governance Proxy Researcher, Limerick (contract)**

As the leading independent provider of global governance services, Glass Lewis helps institutional investors understand and connect with the companies in which they invest. Working as part of the North American Proxy Research Team, the main focus of my role was to conduct analytical research of the filings of North American & Canadian publicly listed companies with the aim of contributing to a report which would ultimately offer a voting recommendation for the proxy shareholder.

**Feb 2016 – August 2016      Eishtec International Customer Care Agency, Clonmel (Part-time)**

As part of the Customer Services & Billing Department customer care team, the main responsibility of my role included dealing with customers over the phone and providing the best customer experience possible. Skillset obtained: problem solving, decision making, analytical skills, the ability to work independently and as part of a team while meeting agreed targets set by management.

**EDUCATION**

**2016-2017                      LLM, N.U.I. Galway      (2.1)**

**2013-2016                      LLB Laws, Waterford Institute of Technology      (2.2)**

**2013      Leaving Certificate, Cashel Community School, Co. Tipperary**

**ACHIEVEMENTS**

- 1st prize winner of TV3's Ireland Am Photography Competition (April 2017)
- Treasurer of the W.I.T Law Society
- V.P. for Student Trainee Exchange Programme of W.I.T European Law Student Association
- Highly commended by customers and management on many occasions while working in Eishtec

**IT SKILLS**

- Proficient in Microsoft Word, Excel and PowerPoint
- ECDL Certificate: Concepts of Information and Communication Technology (SV5), Using the Computer and Managing Files (SV5), Word Processing (SV5), Spreadsheets (SV5), Using Databases (SV5), Presentation (SV5) and Web Browsing and Communication (SV5).

**OTHER**

- Full Driving Licence; Defibrillator Training; First Aid Training and Fund Raising

**INTERESTS**

- Keen interest in current affairs, politics and reading. My pastimes include photography, music, sports and hillwalking

**REFERENCES**

- Available upon request

