**NAME** Shane Richardson **DATE OF BIRTH** 26. 06. 1997

Curriculum Vitae

**ADDRESS** 47 Tara Cove, **PHONE NO.** 01 841 1878

Balbriggan, **MOBILE NO.** 085 2391458

Co. Dublin, Ireland **EMAIL** shanerichardson1is@gmail.com

**REFERENCES** Available on request

**Education**

LLM (International and Comparative Law), Trinity College Dublin – 2018-2019 – Distinction

Bachelor of Laws, Trinity College, Dublin - 2014-2018 - II.1

**Work Experience**

**DATE** September 2020 – Present

**POSITION** Associate, Investor Operations

**EMPLOYER** MUFG Investor Services

**RESPONSIBILITIES**  I work as part of the Client Facing Team for this global leading fund administrator. My role involves liaising with client investors and fund managers from across the world and dealing with any queries they may have. I am also responsible for creating statements and contract notes of fund activity, processing subscriptions, redemptions, switches and transfers and carrying out any other ad hoc tasks required by the client. I primarily deal with hedge funds but have also been exposed to a wide array of other funds.

**DATE** December 2019 – June 2020

**POSITION** Paralegal

**EMPLOYER** A&L Goodbody Solicitors

**RESPONSIBILITIES** I worked on the Legal Project Management team of the Banking Department in this leading corporate law firm. I primarily worked in the deeds management section of the team and was responsible for a wide array of administrative and information management tasks as well as other ad hoc activities depending on the project. I have been responsible for managing file rooms for projects, writing training material, liaising with clients, ordering statutory instruments from the Property Registration Authority and scheduling title deeds among many other tasks. I was also trained in a number of fields including property due diligence, SEAR, contract law and Excel.

**DATE** January 2019, June 2018 – August 2018

**POSITION** Intern/Legal Assistant

**EMPLOYER** Gerrard L McGowan Solicitors

**RESPONSIBILITIES** I worked as an intern in this busy general practice law firm. This was a great opportunity for me to expand my knowledge of many areas of law including property law, criminal law, commercial litigation, probate and family law. I primarily worked in the property department of the firm. To this end I was responsible for carrying out a number of tasks such as scheduling title deeds, registering dealings with the Property Registration Authority, writing to clients and third party solicitors and liaising with lending institutions. I also gained exposure to other areas of law. I attended court with solicitors, filled out legal aid claim forms, sat in on client meetings and carried out research assignments.

**DATE** September 2017

**POSITION** Placement Intern

**EMPLOYER** Immigrant Council of Ireland

**RESPONSIBILITIES** I was primarily working in the immigration helpline operated by the Immigrant Council of Ireland’s Independent Law Centre. I was responsible for providing information to callers from around the world in relation to their immigration issues. These ranged from quite simple queries relating to what forms to fill in to more complex issues dealing with family reunification and human trafficking. I was also tasked with reading client files and extracting particular pieces of information among other administrative tasks.

**Skills**

I possess well refined organisational, leadership and management skills due to my experience in leadership roles in both voluntary settings and professional ones. As well as being able to lead I am also a strong team player with strong communication and interpersonal skills.

I have very well-honed problem-solving skills and an ability to improvise, which I attribute to the fact that I enjoy putting myself in challenging situations that test my abilities. I have developed strong legal research skills over the course of my academic studies. I have also developed strong financial management skills due to holding the role of treasurer in a number of voluntary and charitable groups and committees.

**Interests**

Arguably my greatest passion is scouting. I am a scouter (scout leader) in my group as well as holding the appointment of County Programme Coordinator for Fingal Scout County. I was one of the youngest people to ever be appointed to this position in the history of Scouting Ireland. It involves me planning, organising and co-ordinating large scale events and ensuring that the youth programme of Scouting Ireland is being implemented across Fingal Scout County.

I am also interested in politics, current affairs, travelling, history and gardening.