

Robin Jacquet

17 Rue d'Etalle,
L-1476 Luxembourg,
+33 6 70 93 41 14

[Personal website](#)
robin.jacquet@icloud.com

EXPERIENCE

Legal & Compliance Manager – Koosmik

January 2018 – Present

- Authorisation files to become electronic money institutions in Luxembourg (CSSF) and West Africa (BCEAO)
- Design and implementation of the risk mapping and control plan
- Writing of the procedures (Internal Control, AML/CTF & KYC, Complaint handling, IT Security, Fraud & Corruption...)
- Running the selection process for the internal and external audit services and cloud provider.
- Close cooperation with the IT and client support teams on GDPR and IT Security issues.
- Daily review of the client database (name screening, transaction & fraud monitoring)
- Approval of products and services' new launches.
- Drafting and negotiation of agreements with providers and business partners
- Organisation of the AGM/EGM and BoD meetings

Compliance Officer – Amundi Luxembourg

October 2015 – December 2017

- Monitoring and Due diligence on delegated activities (Distribution, Custodians, Transfer Agents)
- Review of contractual and marketing documentations; Complaints handling
- Compliance risk mapping; Periodical controls; Quarterly compliance reporting to the Boards of Directors
- Advice to senior management and group employees on compliance issues; Animation of training sessions
- Preparation of bribery audit (gap analysis, processes updates): certification ISO 37001 delivered; Implementation of new regulations (UCITS V, AML IV, MiFID II, Volcker); Analysis reports on the legislations of Chile and Uruguay

Intern – Cabinet Soucaze & Associés (Accounting & Company Law Firm)

April – July 2014

- Financial analysis and writing of annual reports for the annual general meetings of limited companies
- Registration and filing of new companies; Liquidation of a company
- Contract drafting

EDUCATION

M1 “Compliance – Fundamentals”

2017

House of Training – 92%

MSc in European and International Business Management

2014 – 2015

Audencia Nantes (Fr.), Universidad de Deusto (Sp.) & Bradford School of Management (UK) – Salutatorian

- Strategy, Marketing, Project & Change Management, Corporate Finance, M&A, Accounting
- Thesis on the effects of sharing a common language on trade relationships.

Master I in English Law / Certificate in English Legal Studies

2013 – 2014

University College London (Exchange from Université Paris II Panthéon – Assas)

- Corporate Insolvency, Company Law, Tort Law, Contract Law

Licence en Droit (LLB)**2010 – 2013**Université Paris II Panthéon – Assas – Top 10%

- European Law, Company Law, Contract Law, International Public Law, Administrative Law

Baccalauréat Section Scientifique (High School Diploma)**2010**

- Specialization in Mathematics and Physics & Advanced English Classes

LANGUAGES

- French: Native speaker
- English: Fluent
- Spanish: Professional working proficiency

IT KNOWLEDGE

- Strong proficiency in Word, Excel, PowerPoint & Outlook.
- Use of Compliance (Factiva, Actimize) and CRM softwares
- Trello, Slack, Wiki and Zendesk proficiency
- Learning to code (HTML, JS, SQL & Python)

INTERESTS

- Model European Union in Peseckendorf (Ger.) in July 2010, sponsored by the EU Youth in Action programme: French Delegation.
- Rugby: I played for 5 years at the USM Montargis. We won the regional final, played twice the interregional finals and went playing at the national level. Last year, I played with the UCL Law Society team against Law firm teams.
- Traveling, Reading, Cinema, Yoga