

# Michele Ko

Qualified as a Solicitor of England and Wales | Admitted to the Roll of Solicitors in Ireland

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## WORK EXPERIENCE

2016-2019

### **Associate**

*Latham & Watkins LLP (London)*

- Qualified as a Solicitor in the Debt Capital Markets team within the Corporate department in the London office of Latham & Watkins, the world's largest law firm by revenue as of 2018.
- Responsibilities included drafting and negotiating public offering documents and a range of transaction documents, as well as managing multiple fast-paced projects at a time.
- Functioned as the main point of contact for clients, local counsel and opposing counsel on each transaction.
- Practice focused on emerging market bonds, acting for a range of issuers and underwriters in connection with international debt offerings, liability management exercises, note programmes, regulatory advice and listings on major European exchanges.

### **Trainee Solicitor**

*Latham & Watkins LLP (Singapore)*

- Trained under an England & Wales training contract in the Singapore office of Latham & Watkins, comprising of six-month seats in each of Corporate (M&A and Capital Markets), Technology Transactions, Debt Capital Markets (London secondment) and Project Finance.

### Notable Transactions

- **EUR 325,000,000 Debut Green Bond Issuance** – acted for a debut issuer in issuing the first-ever 'green' bond to be offered by a Ukrainian issuer. Distilled complex legal concepts in an understandable format and, as the only associate on the deal, I was in charge of analyzing and summarizing information from public sources and financial statements to draft the bond prospectus from scratch without any precedents, requiring significant re-drafting and continuous discussion to ensure all information is presented accurately, while working on an expedited timeline.
- **Sovereign Bond Issuances for Ukraine equaling approximately USD 5 billion in total** – acted for a range of banks, including Goldman Sachs and JP Morgan, in 4 separate bond offerings for the Ukraine sovereign over the period of 2017 to 2019, and was eventually in charge of running and managing the last 2 projects in 2019, including drafting and reviewing transaction documents with underwriters, negotiating and reviewing legal opinions and staying organized to account for all conditions precedent and ancillary documents.
- **Kazakh, Dutch and Indonesian Bond Consent Solicitation and Tender Offer exercises** – acted for issuers and underwriters in a range of jurisdictions. Drafted the public prospectus for investors, performed a review of the bond terms to reflect the client's needs, liaised with local counsels to keep up-to-date with specific authorizations and requirements for each jurisdiction, hosted and led physical bondholder meetings and participated in an overseas due diligence business trip to Indonesia.

## AWARDS AND PUBLICATION

2019

### **Global Capital Bond Awards 2019, Winner**

- Our small and specialized debt capital markets team in London won the award for Best Law Firm for Emerging Market Bonds, as voted by clients.

2019

### **LawWorks Pro Bono Awards 2019, Nominated and Shortlisted for Best Contribution by a Large Firm**

- Nominated by BPP Law School for my work done as Liaison Manager and shortlisted by a judging panel, which included the President of the Law Society of England and Wales.

2018

**Author of "Setting Up An Arts Business" (Chapter 11) in *Advocates For The Arts: A Legal Handbook For The Creative Industries*, published by the Law Society Pro Bono Services (Singapore)**

## **EDUCATION**

- 2015-2016      **Legal Practice Course, Grade: Distinction**  
*BPP Law School, United Kingdom*
- 2012-2015      **Bachelor of Laws (Hons) (LLB), Grade: 2:1**  
*University of Warwick, United Kingdom*
- Active in societies including the Warwick Rowing Squad as a competitive rower, the Warwick Law Society as Pro Bono Fundraising Executive, the Warwick Oriental Performance Society as Social Coordinator and the One World Week Media Team as Graphic Designer.
- 2010-2012      **International Baccalaureate Diploma, Grade: 43 out of 45**  
*Chinese International School, Hong Kong*
- Awarded the Highest Achievement Award for Best Student in Design Technology and Music in 2011 & 2012.
  - Active in clubs including the school magazine as Graphic Designer, Room to Read as event and fundraising organizer, the symphony orchestra as First Violin and involved in annual volunteering trips to China.

## **SKILLS AND INTERESTS**

### **Technical Competencies**

- **User Experience (“UX”) Certification** – achieved UX Certification from Springboard in 2019 after undergoing a 12-week 100+ hour UX design workshop with regular 1-on-1 calls with an industry expert, culminating in a final project that was assessed by an independent UX design expert.
- **Technical skills** - Photoshop for graphic design, Google Sketch-up, InVision and Balsamiq.

### **Health and Sports**

- **Nutrition Certification** – undertaking a Nutrition Certification course by Precision Nutrition covering biology, nutritional science and behavioral psychology.
- **University of Warwick – Novice Women’s Rowing Squad** – after one month of training and tests, chosen out of over 130 applicants to join Warwick’s distinctive 24-person Rowing Squad to compete in intercollegiate races, with intensive daily training and overseas training camps.

### **Leadership**

- **Latham & Watkins LLP (London) – Liaison Manager for BPP Law School Enterprise Clinic** – served as the main point in contact in creating and maintaining a client relationship with BPP. Planned, organized and attended weekly legal clinics with small to medium sized businesses at BPP Law School in London, and subsequently reviewed letters of advice on commercial contracts for the clients.
- **Latham & Watkins LLP (Singapore) – Spring Challenge Team Leader** – functioned as the Singapore Office Team Leader for the annual month-long “Spring Challenge”, a competition among all 28 Latham & Watkins offices. Involved brainstorming and organizing creative workouts, social events, nutritious meals throughout the month to encourage lawyers and staff to increase physical activity. The Singapore office placed in the top 3.
- **University of Warwick – Team Leader for International Orientation Week** – after a successful year as a student helper, recruited to lead a team of student helpers to run a week-long induction program with seminars and orientation activities for over 1,300 international students. Involved frequent public speaking, management of large crowds, assistance with social events and integration of attendees and logistics.

### **Music**

- Violin (Grade 7 of ABRSM) and Ukulele.

### **Languages**

- English (Fluent), Cantonese (Conversational) and Mandarin (Conversational).