

# Jacob Holmes

Tel: 07340458021 / E-mail: [jacobholmes62@gmail.com](mailto:jacobholmes62@gmail.com);

## Profile / Summary

Whilst working as Legal Officer in an in-house legal team I have amassed a variety of experience managing diverse legal issues. I process legal inquiries such as trademark and copyright infringements, Selective Distribution Agreements and Minimum Advertised Price inquiries, as well as counterfeit and illegal listings. These inquiries can come from governments and official trade bodies, I consistently ensure that they are resolved promptly and professionally. Additionally, I often provide advice internally, in areas such as Intellectual Property, consumer law, online and distance selling law, e-commerce law and contract law. Most recently through the GDPR Data Mapping project where I have been presenting to heads of departments to explain the GDPR and help them map their departments data.

I am very familiar analysing contracts and non-disclosure agreements alongside drafting appropriate policies and procedures. I have frequently liaised with UK Trading Standards and equivalent international bodies, as well as major brands seeking to enforce their IP rights. I Provide appropriate solutions and alternatives within the time limits ensuring any potential issues have been resolved.

I have acquired excellent legal research skills by undertaking legal research projects, such as compiling a prohibited products database and rewriting Fruugo's terms of use. The prohibited products database allowed me to enhance my ability to maintain suitable legal records and to ensure the immediate removal of dangerous products. My legal research skills have also been beneficial to other departments. First when I created PowerPoints to inform customer services how international legislation applied to their roles, and also when I produced a report to inform HR what was required to ensure Fruugo complied with The Equality Act 2010.

## Key Skills & Competencies

<ul style="list-style-type: none"><li>• Analytical</li><li>• Strong Debating skills</li><li>• Naturally structured and Organised</li></ul>	<ul style="list-style-type: none"><li>• Able to assimilate complex arguments</li><li>• Excellent communication skills</li><li>• Strong work ethic and calm under pressure</li></ul>
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## Experience

### Vohkus

September 2023 - Present

- Assist the Senior Paralegal in the development of contractual framework, monitoring ongoing compliance with the framework by the business
- In conjunction with central functions, and in support of the Senior Paralegal, review commercial documentation, with a view to maximising financial and operational performance and minimising risk, where possible
- Assist central functions in the review of draft contracts; completion of those contracts and ongoing compliance during the contract term in accordance with good procurement practice

- Provide guidance to central functions on the preparation of contractual documentation, requests for information and completing relevant compliance documentation.
- Maintain and update a business wide contracts register
- Under the supervision of the Senior Paralegal provide support across the wider business on all legal matters in an effective and efficient manner
- In conjunction with the Senior Paralegal, central functions, and operations teams, to establish policies and processes to ensure compliance with legislation, regulatory frameworks, and codes of practice.
- Manage and maintain Legal Inbox to ensure deadlines are met and escalations are completed in a timely manner
- Provide general legal administrative support as required

## **Fruugo**

**Aug**

**2022 – September 2023**

### **Legal Officer**

Fruugo is a global online marketplace supporting e-commerce transactions in 42 countries, with a turnover of £250 million in 2022.

- Analysing contracts and NDA's. Primarily tech and SaaS contracts.
- Created training resources for Fruugo employee's covering diverse topics such as cyber security and intellectual property.
- Familiarising myself with legal developments in Intellectual Property law and other challenges faced by in-house legal teams and informing my colleagues in the legal team of any development or issues I uncover.
- Processing legal inquiries such as trademark/copyright infringements and counterfeit goods.
- Ensuring the immediate removal from sale of all products linked to product safety concerns and enquiries.
- Responding to any competition law inquiries such as Selective Distribution Agreements and Minimum Advertised Price (MAP).
- Liaising with UK Trading Standards and equivalent international bodies.
- Providing legal advice internally to other members of the organisation.
- Identifying problem areas within the business and suggesting alternative courses of action. Whilst mitigating risk as much as possible.
- Maintaining suitable legal records and management information.

## **Education,**

**University of Law – Leeds Campus  
to Aug 2022**

**Sept 21**

Graduate Diploma of Law

**University of Leicester  
- May 2021**

**Sept 2018**

History BA (Hons) 2:1

**Barrow Sixth Form College  
2016 – May 2018**

**Sept**

3 A Levels

**St Bernard's Catholic High School**  
**Sept 2011- June 2016**  
10 GCSE's

**Home Address**  
13, Welbeck Close  
Barrow-in-Furness  
Cumbria  
LA13 9UU