

# SARAH KAVANAGH

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## PROFESSIONAL EXPERIENCE

FEBRUARY 2021 – AUGUST 2021

**Legal Analyst**, Brightflag, Dublin

AUGUST 2021 – PRESENT

**Account Manager**, Brightflag, Dublin

- Managing large volumes of classified invoice data to improve artificial intelligence accuracy on the analysis of client legal spend
- Directly reporting to clients such as Ericsson, Dropbox and Spotify regarding potential guideline breaches and legal spend inefficiencies in corporate, regulatory and privacy matters

OCTOBER 2018 – SEPTEMBER 2019

**Business Development Executive**, SelfMade, New York

- Delivered effective growth solutions to drive revenue for e-commerce businesses
- Supplied management with reports on customer needs, problems and competitive activities

AUGUST 2018 – OCTOBER 2018

**Intern**, United Nations, New York

- Assisted in the organisation of events and workshops with UN partners and other stakeholders
- Provided logistical and administrative assistance at the bi-annual UNV Peace Operations Workshop

JUNE 2018 – AUGUST 2018

**Regulatory Intern**, Corlytics, Dublin

- Monitored the activity of over 150 global regulators including the European Data Protection Board, the U.S. Federal Trade Commission and the Data Protection Commission (Ireland)
- Analysed and implemented enforcements, reports, guidances, regulatory developments and corporate communications in order to provide effective regulatory compliance solutions

SEPTEMBER 2015 – OCTOBER 2016

**Administrator**, Dublin Dispute Resolution Centre, Dublin

- Managed logistics through CRM software, operated AV systems and face to face client operations
- Handled accounts administration on behalf of the Chartered Institute of Arbitrators

## SKILLS

- Proactive and resourceful self-starter with strong organisational skills who responds quickly and positively to shifting demands and opportunities with little direction
- Experienced in Microsoft Office Suite, Adobe Acrobat, LexisNexis, Westlaw, Salesforce, JIRA, touch-typing and audio transcription
- Knowledgeable in EU regulatory and data protection law, with additional capabilities in legal research

## EDUCATION

2021

Griffith College Dublin - Postgraduate Diploma, International Business and Law, II.I

- Subjects included: International Privacy and Data Protection Law, International Intellectual Property Law and Corporate Governance
- Thesis Proposal: *Data Portability under the GDPR: Technical Feasibility among Data Controllers*

2022

Dublin City University - Bachelor of Civil Law, II.I

2015

Marino College of Further Education - QQI 6: Advanced Administration with Project Management, Distinction