

# Alan Martin

*alan.martin@emle.eu* | +353 83 3739 244 | Cullionbeg, Mullingar, Co. Westmeath

## Work Experience

### **Qualtrics, Dublin**

### **Paralegal**

*2019 - Current*

- Negotiate and execute a variety of high value, SaaS contracts including; Non Disclosure Agreements, Statements of Work, Master Services Agreements, Data Processing Agreements
- Review and amend customer paper documents such as vendor assessment questionnaires
- Support international expansion efforts by working with outside counsel to incorporate new entities across EMEA and support on the legal aspects of mergers and acquisitions.
- Streamline legal team processes
- Distill and explain complex legal issues to internal stakeholders
- Manage the company wide privacy email inbox and data subject requests

### **The Colloquium Magazine, Dublin**

### **Co Founder & Section Editor**

*2017 - 2018*

- Conceptualized magazine, set up internal infrastructure and secured funding
- Sourced grants, staff writers, illustrators, design and layout staff

### **Embassy of Ireland, Berlin**

### **Intern**

*07/17 - 09/17*

- Assisted the Consular Officer dealing with consular cases of Irish citizens imprisoned in Germany
- Prepared reports on a variety of topics including; domestic german politics and economics
- Translated documents from german to english for members of the diplomatic team
- Dealt with queries from the public via phone, email and in person

### **AIESEC Trinity, Dublin**

### **Project Officer**

*2015 - 2016*

- Liaised with project leaders in Nepal and choose what projects to partner with
- Interviewed and advised prospective volunteers in Ireland
- Kept up to date information on volunteers while they were in Nepal
- Resolved disputes between volunteers and nepalese project leaders

### **XL Stop & Shop, Mullingar**

### **Sales Assistant**

*2012 - 2015*

- Trusted with managing the store while the owner was away by ordering stock, analysing balance sheets, drawing up staff rotas and solving problems with orders from contract clients
- Developed interpersonal skills through dealing with customers and suppliers in a busy environment
- Remained flexible as the tasks of each day were vastly different from one another

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## Education

**Erasmus University Rotterdam  
& University of Hamburg**                      **European Master in Law & Economics  
(LL.M.)**    *2018 - 2019*

- Grade: 8.5/10 (Dutch grading system)
- Microeconomics, Econometrics, Empirical Legal Studies
- Economic Analysis of Public and Private Law (e.g. Torts, Contract, Company, Competition etc.)

**Trinity College Dublin  
& Humboldt University Berlin**                      **Law & German (LL.B.)**    *2014 - 2018*

- Grade: 2.1 (67%)
- Domestic Irish law; All FE1 subjects plus European Human Rights and Public International Law
- Domestic German law; Constitutional, Commercial, Contract, Intellectual Property, Medical etc.
- German language, history and culture

**St. Finian's College, Mullingar**                      **Leaving Certificate**    *2009 - 2014*

- Grade: 555 Points (all subjects studied at Higher Level)
- Extracurriculars; Student Mentor, Homework Club Assistant, Greenschools Committee, Debs Committee, Debate Team, School Magazine Editor and Bronze Gaisce

## Awards and Achievements

- Passed all 8 FE1 examinations on the first attempt (4 in November 2020 and 4 in March 2021) while working full time.
- During my Masters, three of my exam scripts were distributed to all students as sample answers. Subjects included; Economic Analysis of Public Law, Competition Law & Economics and Corporate Governance & Finance
- Participated in multiple Model EU and UN Conferences in both Ireland and Germany. Awarded a First Class Honors grade in Germany for my participation in a Model EU Conference dealing with a proposal for a new Data Protection Regulation
- Improved overall productivity within the Irish Embassy by creating visa checklists for the website and suggesting to implement a new customer interface for the main phone line

**References** available upon request