Alex Kirwan

Telephone: 0862687806

Apartment 20 Rathmines Town Centre,

Rathmines Road Lower,

Dublin 6,

Co. Dublin

 alex.kirwan@outlook.com

kirwanal@tcd.ie

**PERSONAL PROFILE**

An adaptable and responsible graduate with a background in a corporate setting seeking a position which will utilise the skills I have developed through my previous work experiences and sporting achievements.

During my degree I successfully combined my studies with work and other commitments such as sports showing myself to be self-motivated, organised and capable of working under pressure. I used my time since graduating to work in a large corporate firm and also travel internationally in order to gain real world working experience in different settings. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in the law, finance and business.

**PROFESSIONAL EXPERIENCE**

**Celtic Legal LLC, Dallas**

*Document Reviewer* Jan. 2017 - Current

Celtic Legal is a document review specialists firm based in Dallas, Texas. They specialize solely in document review and have in-depth knowledge of the entire process; they have passed this knowledge onto reviewers like me. Working on large litigation and class action cases some containing millions of files and documents the discovery team including myself review and grade these documents according to relevance. I have continued in my role with Celtic Legal since returning home from Dallas as the nature of the job allows me to work remotely. This type of work requires strict time management and attention to detail as some documents may be extremely long and complicated. An understand of the case and the case are vital for this role to establish what the firm wish to achieve by reviewing such discovery work.

**Glast, Phillips & Murray Lawyers**

*Legal Executive/Paralegal* Oct. 2016 – Sept. 2017

GPM Lawyers are a large corporate law firm based in North Dallas; I have worked here since activating my visa in October 2016. Working in their litigation department I have been able to establish an understanding of the procedure’s involved in an American law practice. My main responsivities in GPM are:

* Assist David Dodge (Lawyer) in the drafting of responses to clients and to opposing counsel.
* Ensure all billing is up to date by the end of each billing period; including billable hours, expenses and outlays.
* Review of large financial documents (discovery work) and creating a timeline of events.
* Creating a timeline for personal injuries cases in order to establish a timeline of events.
* Liaise with certain “experts” in different fields in order to establish which would be the best fit for our case or situation.
* Organize depositions, meetings and court dates for David Dodge and ensure paperwork and all other information required is ready for the relevant date.

**Dallas Reds Rugby Football Club**

*Player/Coach* Oct. 2016 – Sept. 2017

One of my primary reasons for travelling to Texas for this year was because I was signed by the Dallas Reds on a semiprofessional contract for the competitive season October 2016 to August 2017. For the Reds I played on their first team which finished second in the Red River Championship (Texas Championship) narrowly missing out on going to the national finals, we won the Gold Cup which is an all American cup competition and are currently in contention to go to nationals in 7’s. I was injured for a number of weeks while here and also assisted with coaching the women’s rugby side.

**Beauchamps Solicitors**

*Legal Executive/Paralegal* Oct. 2015 – Oct. 2016

Beauchamps Solicitors is Ireland’s oldest law firms as well as being one of the largest. Beauchamps solicitors operate in all legal fields with the exception of criminal law. I worked in the Corporate Department and my specialty area is in Sports Law, as a member of the Sports Law Division. My primary roles in Beauchamps were:

* The drafting of sponsorship agreements for sporting organizations.
* Liaise with and advise clients to ensure compliance with current contracts.
* Legal research in relation to sporting bodies and companies involved in European operations.
* Managing standard office procedure and routines including scanning files, banking & archiving closed files.
* Implementing changes to companies and accommodating for new legislation brought out in Ireland in relation to the new Companies Act 2014.
* Meeting clients and preparing notes on their issues and needs as well as their desire outcome to present to partners.

**Inside Running Recruiting**

*Agent* Sept. 2014 – Oct. 2015

Inside Running is a rugby recruitment agency based in New Zealand that specializes in the placement of amateur rugby players all over the world, and also the representation of top class professional rugby players. My responsibilities include:

* Review professional contracts and implement relevant changes.
* Assist with legal issues such as tax, immigration and disciplinary matters related to players.
* Place amateur players in various clubs around the world.

**Lyons Kenny Solicitors, Dublin, Ireland**

*Legal Executive* May 2014 – Sept. 2014

Lyons Kenny is a Dublin based commercial law firm specializing in Corporate Recovery & Commercial Litigation. My primary role was as an assistant to the Managing Partner operating the Commercial department. My responsibilities included:

* Review files in advance of court hearings and attending High Court & Commercial Court on behalf of the Partners.
* Managing standard office procedure and routines including scanning files, banking & archiving closed files.
* Researching legal matters in statute and case law.
* Attending Counsel at court, to provide comprehensive note taking during hearings.
* Assisting with large scale discovery on a high-profile case.

**Abbott Vascular, Clonmel, Co. Tipperary**

*Contracts Analysis Intern* ` May 2012 – Sept. 2012

Abbott Vascular is one of the world’s largest medical equipment companies, wherein I worked in the legal department of their factory based in Clonmel Co. Tipperary.

My responsibilities included:

* Responsible for the implementation of changes to contracts for the entire factory, from employment contracts to FDA compliancy contracts.
* Archiving and filing all relevant contracts.
* Drafting contracts for the purchasing group (medical equipment/supplies purchasing group).
* Part of the legal team which over saw the changing of the name of the factory.

**Barne Lodge**

*Bar Manager* June 2006 – June 2014

Barne Lodge is a family owned business near Clonmel Co. Tipperary that I have worked in part time and full time for different periods. I still occasionally aid my parents with the running of the business preforming such tasks as accounting and other administrative tasks.

**INTERNSHIPS**

**Martin Pringle Law Firm, Kansas City, MO**

*Intern*

While playing rugby in KC the summer of 2015 I also interned in a local law firm who specialized in commercial law. I acted as a runner for the firm which gave me hands on experience and knowledge into the American legal system.

**Fazio Law Firm, Sarnia, Ontario**

*Intern*

While playing rugby in Sarnia for the summer of 2013 I interned in Fazio Law firm again as a runner for this criminal and family law firm. I gained a huge amount of knowledge about how common law works in another country.

**EDUCATION**

**Trinity College Dublin Dublin, Ireland**

*Master of Law (LL.M.)* Graduated*:* May 2015

Honors: Graduated with Honors.

**National University of Ireland, Galway Galway, Ireland**

*Bachelor of Law (LL.B.)*

Graduated: May 2014

Honors: Graduated with Honors, received a scholarship/bursary for rugby achievements, member of the Law Society and Captain of the Varsity Rugby Team.

**National University of Ireland, Galway Galway, Ireland**

*Bachelor’s Degree in Corporate Law*

Graduated*:* May 2013

Honors: Graduated with Honors, received a scholarship/bursary for rugby achievements and a member of the Law Society.

**SKILLS, ACTIVITIES, INTERESTS & SPORTING ACHIEVEMENTS**

**Skills:** Microsoft Office (Excel, Word, and PowerPoint); excellent communication and interpersonal skills combined with the ability to liaise with clients and management. Qualified in alternative disputes resolutions. Legal drafting and experience attending court.

**University Activities:** U-20’s Men’s Rugby team Captain (2010 - 2011), Fresher’s Hurling and Football team member (2010), Law Society Member (2010 – 2013), Varsity Boxing Club Member (2011), Captain Men’s Senior Rugby Team and Member of the Law Society.

**Interests:** I enjoy writing articles on sports law issues for the website Pundit Arena. I also have a passion for woodwork starting my own business making hurleys while in secondary school, I went on to win A.I.B young entrepreneur of the year for Tipperary in 2009. I volunteer for T.L.C.4.C.F which is a charity whose primary goal is the raise funds for Cystic Fibrosis patients in the South West of Ireland. As a huge sports fan with an interest in the business behind sports I have a keen interest in all sports but follow the following to a great extent: rugby, NFL, hurling, football and soccer as well as boxing to a lesser extent. I enjoy travelling, photography and history.

**Sporting Achievements:** Selected for the Dallas Reds Rugby team for the 2016/17 season on a semiprofessional contract winning the All-American Gold Cup, represented the Jamaican National 7’s team as a wildcard player in the Dublin 7’s 2016. Selected for combination team to represent Ireland at the World Rugby Club 7s Championships 2014, 2015 All-Ireland Rugby Championship winner with Lansdowne Rugby FC, invited to spend the Summer in Kansas City as a member of the Kansas City Blues Rugby Club on a semiprofessional contract, top Scorer for Sarnia Saints Rugby Club (Ontario, Canada) for the summer of 2013 and Captain of N.U.I.G Men’s and 20’s teams 2012 & 2013.

**References available upon request.**