Alex Kirwan

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**PERSONAL PROFILE**

During my degrees, 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 have used my time since graduating to work in a large corporate firms and also to travel internationally in order to gain experience in different legal jurisdictions. 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. I have shown in my previous positions that I am both capable of following instruction while also being willing and able to take a leadership role. In short, I am reliable, trustworthy, hardworking and eager to learn and I have a genuine interest in the law, finance and business.

**PROFESSIONAL EXPERIENCE**

**ProSearch Strategies, Regus House, Harcourt Centre** May. 2019 - Current

Project Specialist

ProSearch is an American eDiscovery consultant, they specialise in the collecting, formatting and production of large quantities of data for the legal industry. My role is primarily the management of large quantities of data which is sent to us by the client. I process this data and turn it into something capable of being viewed on Relativity. Once on the Relativity platform I conduct searches as per the client requests to narrow down the data to what they are seeking. I am familiar with Relativity from both a reviewer and admin perspective as well as other platforms. I have spent my time in ProSearch so far both training in LA learning more about the role and the duties involved and completing Relativity training on top of my normal duties.

**Celtic Legal LLC, Dallas** Jan. 2018 – May. 2019

*Legal Review Analyst*

Celtic Legal is a document review specialists firm based in Dallas, Texas. They specialize solely in document review and large discovery orders. Celtic Legal have in-depth knowledge of the entire process of discovery and through my training and experience they have passed this knowledge onto reviewers like myself. Working on large litigation and class action cases, some containing millions of files and documents the discovery team including myself, reviewed and graded these documents according to relevance. I again worked remotely in this role in on a six-month contract as an opportunity to do so was mutually beneficial for both sides. This type of work requires strict time management and attention to detail. An in-debt knowledge of the case and any developments in the litigation were vital for this role in order to stay up to date on the latest categories and to keep in touch with what the senior lawyers are seeking to achieve. Although one worked remotely, there were team conference calls at least once a week. This type of team work and communication was vital to ensure all the reviewers were working together for a common objective which was in line with the goal of senior lawyers.

**McCann FitzGerald** Jan. 2018 – Jan. 2019

*Legal Review Analyst*

For a year, I worked in McCann FitzGerald as a Legal Review Analyst. Much like my role with Celtic Legal, this position involved discovery of large volumes of documents. In McCann FitzGerald, we worked as a team to review and redact documents on a large scale. Again, knowledge of the case and developments which may occur were vital in order to achieve a consistent result amongst the reviewers. This was achieved through meetings conducted at least three times a week with senior members of the litigation team. The workload in McCann FitzGerald was very demanding but I managed to stay on top of my work and achieved a consistent high standard. As well as reviewing documents, I had the task of constructing reports and memos for senior members of the litigation team to highlight trends which the reviewers are encountering and areas where there is potential to streamline the workload.

**Celtic Legal LLC, Dallas** Jan. 2017 – Jan. 2018

*Legal Review Analyst*

Celtic Legal is a document review specialists firm based in Dallas, Texas. They specialize solely in document review and large discovery orders. Celtic Legal have in-depth knowledge of the entire process of discovery and through my training and experience they have passed this knowledge onto reviewers like myself. Working on large litigation and class action cases, some containing millions of files and documents the discovery team including myself, reviewed and graded these documents according to relevance. I continued in my role with Celtic Legal after returning home from Dallas as the nature of the job allowed me to work remotely. This type of work requires strict time management and attention to detail. Some documents were extremely long and required research into SCC protocol and understanding of financial formats. An in-debt knowledge of the case and any developments in the litigation were vital for this role in order to stay up to date on the latest categories and to keep in touch with what the senior lawyers are seeking to achieve. Although one worked remotely, there were team conference calls at least once a week. This type of team work and communication was vital to ensure all the reviewers were working together for a common objective which was in line with the goal of senior lawyers.

**Glast, Phillips & Murray Lawyers** Oct. 2016 – Sept. 2017

*Legal Executive/Paralegal*

GPM Law is a large corporate law firm based in North Dallas. I worked there since activating my visa in October 2016. Working in their litigation department, I was able to establish an understanding for the procedures involved in an American law practice. My main responsibilities in GPM were to assist David Dodge (Lawyer) in the drafting of responses to clients and to opposing counsel, ensure all billing was 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 and class action cases where the order of events was a vital component of the case. David was involved in personal injuries litigation; I had to liaise with certain “experts” in different fields in order to establish which would be the best fit for our case or situation and organise depositions, meetings and court dates for David Dodge and ensure paperwork and all other information required is ready for the relevant date. David also represented the Dallas Cowboys in litigation with the NFL, I aided in drafting and discovery work for this case which was great exposure to sports law.

**Dallas Reds Rugby Football Club** Oct. 2016 – Sept. 2017

*Player/Coach*

One of my primary reasons for travelling to Texas in 2016 was due to signing a semi-professional rugby contract with the Dallas Reds. This contract was for the competitive season of 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 were in contention to go to nationals in 7’s. I was injured for a number of weeks while there so I also assisted with coaching the women’s rugby side. I negotiated my own contract which included vital work experience.

**Beauchamps Solicitors** Oct. 2015 – Oct. 2016

*Legal Executive/Paralegal*

Beauchamps Solicitors is one of Ireland’s oldest law firms as well as being amongst 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 was in Sports Law, as a member of the Sports Law Division. While in Beauchamps I worked a lot with Partner Eddie Evans, assisting and working with the drafting of sponsorship agreements for sporting organizations, liaising with and advising 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. At the time there was a huge effort made by the firm too integrate the new Companies Act therefore I worked on implementing changes to companies and accommodating for new legislation brought out in Ireland in relation to the new Companies Act 2014 and also met with clients and preparied notes on their issues and needs as well as their desired outcome to present to partners.

**Inside Running Recruiting** Sept. 2014 – Oct. 2015

*Agent*

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. During my masters I worked here and helped review professional contracts and implement relevant changes, assist with legal issues such as tax, immigration and disciplinary matters related to players and place amateur players in various clubs around the world.

**Lyons Kenny Solicitors, Dublin, Ireland** May 2014 – Sept. 2014

*Legal Executive*

Lyons Kenny was a Dublin based commercial law firm specialising in Corporate Recovery & Commercial Litigation. My primary role was as an assistant to the Managing Partner operating the Commercial department. While in Lyons Kenny Solicitors I was responsible for reviewing 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. I assisted with researching legal matters in statute and case law, attending Counsel at court, to provide comprehensive note taking during hearings and 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, while there I was 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) and I was also part of the legal team which over saw the changing of the name of the factory.

**Barne Lodge** June 2006 – June 2014

*Bar Manager*

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. I have also experience in the management of people from both my time in McCanns and Celtic Legal, where part of my duties included the management of smaller teams within the eDiscovery departments.

**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.

**Interests:** I enjoy writing articles on sports law issues have been published online with 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.**