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**ALEXANDER DUNNE**

**Key Achievements**

* Successfully passed all eight **FE-1** exams(March 2018 – March 2020).
* Contributed to a European Parliamentary Research Service (EPRS) Study titled - “[Thinking about the future of Europe: ‘Ideas Papers’ for the European Parliament Administration’s Innovation Day](http://www.europarl.europa.eu/RegData/etudes/STUD/2019/633184/EPRS_STU%282019%29633184_EN.pdf)”.
* LL.M. (International and European Intellectual Property Law), Trinity College Dublin, I graduated with a 1st Class Honours (I.1) achieving first place in my class and I received a 1st for my Dissertation.
* BCL (Law and Society) Degree, Dublin City University (DCU), I graduated with a 1st Class Honours (I.1) achieving first place in my class.
* LL.M. Class Representative, Trinity College Graduate Student Union (GSU).
* Former member of the Trinity College Graduate Student Union, and the Trinity GSU Constitutional Review Committee.
* Erasmus Student (BCL Year 3) at the Universitat De Valencia, Facultat de Dret, Espana. I Passed with Honours.
* Achieved a B1 level proficiency in Spanish at the Centre d’idomes, UDV, an accredited course that I took in addition to the Erasmus program. Spanish (Read, Write, Speak – High level of proficiency, B1).
* Certified Student Free Legal Aid Adviser (FLAC), from the DCU FLAC Society.
* Achieved a “Certificate of Achievement” in both Excel 2010 Advanced & Intermediate courses in 2018.

**Education**

* **Law Society of Ireland – FE-1 Examinations (2018 – 2020): All Eight Passed.**
* **Trinity College Dublin, LL.M. (International and European Intellectual Property) (2016 – 2017): 1st Class Honours (I.1)**
* **Dublin City University, BCL (Law and Society) (2012 – 2016): 1st Class Honours (I.1)**

**Employment History**

**Twitter:**  Procurement Coordinator (November 2020 - Present)

* **Sourcing & Contract Negotiation:** One of the principle aspects of my role is coordinating and assisting the Sourcing and Legal teams in the negotiation of various agreements and purchase requests across the business, covering a variety of spend categories. I also contribute to the review of contractual documentation; with a particular focus on contractual terms, such as privacy, information security, legal and business terms.
* **Stakeholder Management & Communications:** I am responsible for triaging, maintaining and expediting communications with various internal and external stakeholders and customers across a range of business groups as one of the principal points of contact with a large emphasis on a ‘Customer Focus’ attitude.
* **Project Management & Process Improvements:** I have been assigned as one of the main leads on improving processes and providing training to internal stakeholders’ across the business about various topics. Including, the development of new metrics, process enhancements and virtual targeted trainings.

**Twitter:**  Public Policy Fellow (June 2019 - November 2019)

* **Research/Monitoring/Coordination:** During my time with Twitter, I served as a Fellow for the Public Policy (EMEA @Policy) team. I drafted various papers and policy briefings on a multitude of pressing high tech policy issues and legislative areas relevant to the Public Policy team and Twitter as a whole. I also actively monitored issues of importance for the Public Policy team at Twitter and co-ordinated with Twitter colleagues across other teams and provided updates on key policy developments.
* **Preparation/Engagement:** I assisted in the preparation of materials and resources for engagement with policymakers, regulators, and civil society groups.
* **Communications, Event Planning & Corporate Philanthropy**: Whilst working for the Public Policy team at Twitter, I took ownership and authored the weekly newsletter for the global team. I also attended keynote events with important stakeholders on behalf of Twitter. In addition, I was also on the TwitterForGood Dublin Committee and actively assisted in the organisation of the activities for #TwitterForGood day @TwitterDublin – to support our charity partner and reach our charity goal.

**EUROPEAN PARLIAMENT (EPRS):** Schumann Trainee (October 2018 - February 2019)

**The European Parliamentary Research Service (EPRS)**: I was assigned to the ‘Linking the Levels Unit’ which is one of three departments permanently attached to the Directorate-General. My responsibilities included the following:

* **Coordination:** Assisting with the coordination of outreach to partners and relevant stakeholders across the EU.
* **Research/Project Work:** Preparing meetings and conducting research/drafting briefings/ and in-depth studies related to various legislative topics on a range of EU related legislative and functional matters.
* **Communication/Stakeholder Management:** Drafting communications to partners of the European Parliament in a tailored manner. Assisting in the preparation of keynote events with relevant stakeholders. Preparing and assisting in the drafting and updating of the monthly newsletter to stakeholders.

 **IRISH WATER (ERVIA/UISCE EIREANN):** Legal Intern (December 2017 - September 2018)

* **Litigation & Dispute Resolution**: I assisted in the drafting and organisation of numerous legal and court documents for litigation and court proceedings. For instance, drafting memos and letters to summarise important legal arguments, precedents, facts of the particular disputes in question and short summaries detailing key legal points of interest, legislation and compiling previous negotiations and relevant correspondence. Furthermore, I assisted in compiling documentation in response to FOI requests.
* **Data Protection/Contract Drafting:** I was a member of the legal team that was a part of the GDPR implementation programme, whose purpose was to make the organisation GDPR compliant before the May 2018 deadline. My responsibilities included, inter alia, preparing and drafting addendums/notices to be sent to third-party suppliers. This involved reviewing existing contracts and contacting the relevant business owners in order to determine the types of personal data that were processed/transferred under particular agreements.
* **Legal Research:** During my time at Irish Water, I carried out various forms of legal research on niche topics ranging from legal environmental issues, new legislation and the impact on the business.

**Skills**

* **IT Skills/Knowledge**: Strong proficiency in Apple, Google products and Microsoft products from iact training, LinkedIn courses, Udemy courses; and from my previous work experiences and time at university. I am consistently developing my IT skills.
* **Event planning:** During my time with Twitter and the EPRS, I assisted in the preparation of keynote events and CSR activities as part of the #TwitterForGood Committee and the Schumann Trainee Committee (STC).
* **Research:** Carried out research on various public policy and legal topics throughout my career. Furthermore, I received a 1st Class Honours for my research dissertation during my LL.M.
* **Leadership/Organisational:** Member of the #TwitterForGood Committee, LL.M. Class Representative, Graduate Students Union. I organised the end of year LL.M. banquet and wine reception for the School of Law, TCD.
* **Networking/Relationship Skills:** Schumann Trainee Committee, TCD Class Rep, DCU Law Society Member, DCU ELSA member and DCU Student Alumni Network, Member of DCU FLAC Society.
* **Communication/Teamwork:** TCD LL.M. Class Representative, Certified Communicator "Be Heard & Connected" (DCU); I was part of the winning team in an internship competition at Synchronoss Technologies where I presented to Senior Management the business differentiators of our products and I was a former member of the student council in secondary school.
* **Public Speaking:** Successfully made speeches to many in public settings, including my speech at the end of year LL.M. banquet and wine reception for the Trinity School of Law. Moot Court (National’s 5th place). Runner-up (Leinster Schools Finals (Spanish Debating, 2012)).
* **Charity Fundraising:** Assisted Twitter in its CSR events, former member of St Vincent De Paul and played a key role in the WOODIES “Heroes” campaign.
* **Languages:** Spanish Level (B1) from Erasmus (certified), and I’m currently undertaking a French language course (A2.4) with Alliance Française.