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**ALEXANDER DUNNE**

**Key Achievements**

Professional/Personal (Recent):

* I have succeeded in delivering multiple key work objectives this year including improving the Buy process at Twitter and completing the training and development of the global expeditor team in order for them to manage their tasks to completion effectively.
* In May 22, as part of the #TwitterForGood Committee I organised a 5-Aside football tournament to raise funds for Ukraine and Women’s Aid as part of #TwitterForGood day global event. For this event, the Dublin Office raised over 10K for Women’s Aid.
* Promoted from Procurement Coordinator to my current role due to my high work performance at Twitter.
* Currently at a B1.3 level proficiency in French (with no previous knowledge), after studying in a weekly class with Alliance Française that I started during lockdown. I’ve also obtained a B1 level proficiency in Spanish at the Centre d’idomes, UDV (Valencia) during my Erasmus.

Academic:

* Achieved a Distinction in the Professional Diploma in Project Management at the UCD Professional Academy during Q4 2021, while simultaneously working full-time.
* Successfully passed all eight **FE1** exams(March 2018 – March 2020) – while working full-time.
* Completed my LL.M. (International and European Intellectual Property Law) at Trinity College Dublin with a 1st Class Honours (I.1).
* Completed my BCL (Law and Society) Degree, Dublin City University (DCU) with a 1st Class Honours (I.1).
* Completed an Erasmus Year at the Universitat De Valencia, Facultat de Dret, Espana; Passing with Honours.

**Education**

* UCD Professional Academy: Professional Diploma in Project Management (2021) – Distinction.
* 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:**  Strategic Sourcing Analyst/Procurement Analyst (November 2020 - Present)

* **Sourcing/Contract Negotiation:** I play an active role in the drafting, review and negotiation of contractual agreements and purchase requests across multiple spend categories within the business; and collaborate with Sourcing and various legal teams globally to ensure the best outcome for all relevant internal and external stakeholders’.
* **Stakeholder/Client Management & Communications:** I am responsible for coordinating, triaging, managing, maintaining and expediting communications with various internal/external stakeholders’ (including customers) across multiple spend categories within the business.
* **Leadership, Project Management & Process Improvements:** I am responsible for the development and implementation of process enhancements in response to industry/regulatory developments and/or from analysing existing metrics/trends. I also draft internal policies, guidelines and explanatory documentation for current and new employees.
* **Training:** I provide a multitude of targeted trainings to employees, partners and the wider business. In particular, this year, I successfully trained the global expeditor team and have maintained responsibility for both their training and development to deliver their work successfully and consistently meet client needs.
* **Corporate Philanthropy**: I am a member of the TwitterForGood Dublin Committee and have organised various activities for #TwitterForGood day at Twitter Dublin during my time at Twiter in order to support Twitter Dublin’s selected charity partner and reach our charity goal.

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

* **Research/Monitoring/Coordination:** When I worked on the EMEA Public Policy team, I conducted research and drafted various papers/policy briefings on key policy developments and emerging regulatory/legislative trends in the technology sector globally. Furthermore, I monitored issues of importance and coordinated with various Twitter colleagues globally and provided updates in those areas.
* **Preparation/Engagement/Organisation:** I worked on the organisation and preparation of materials and resources regularly for engagement with policymakers, regulators, and civil society groups. I also attended keynote events with important stakeholders on behalf of Twitter.
* **Communications, Event Planning & Corporate Philanthropy**: I was responsible for draafting, preparing and updating the weekly newsletter for the global public policy team. In addition, I was also a member of the TwitterForGood Dublin Committee and organised some of the activities for #TwitterForGood day at Twitter Dublin.

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

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, conducting research, drafting and reviewing briefings and in-depth studies related to various legislative topics concerning a range of EU related legislative and functional matters. Along with their relevance/impacts national, regional and local levels of the EU.
* **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 preparation and organisation of legal and court documents for litigation and court proceedings. For instance, memos and letters to summarise important legal precedent and relevant arguments. Furthermore, I assisted in compiling documentation in response to FOI requests.
* **Data Protection/Contract Drafting/Collaboration/Client Management:** As a member of the GDPR implementation team, I reviewed existing contracts and assisted in drafting the addenda/notices to be sent to third-party suppliers to update the data protection provisions in those agreements. Furthermore, I communicated and collaborated with various business owners/internal clients throughout this process in order to identify the types of personal data that were processed/transferred under those agreements.
* **Legal Research:** In addition to the above, I conducted various types 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 and Microsoft products from IACT training, LinkedIn courses, Udemy courses; and from both my previous work experiences and time at university. I also continually improve my IT skills regularly. For instance, I obtained a “Certificate of Achievement” in both Excel 2010 intermediate and advanced courses in 2018.
* **Research:** I’ve conducted research on various public policy and legal topics throughout my career. In particular, I received a 1st Class Honours for my research dissertation during my LL.M and I contributed to an 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(2019)633184_EN.pdf)”.
* **Leadership/Organisation:** Member of the #TwitterForGood Committee (recently organised a 5-Aside football tournament to raise funds for Ukraine and Women’s Aid), former LL.M. Class Rep - Graduate Students Union (TCD) I represented my fellow students (while studying and working full-time) I also organised the end of year LL.M. banquet and wine reception for the School of Law, TCD.
* **Networking/Relationship Skills:** Former Schumann Trainee Committee, former TCD Class Rep, DCU Law Society Member, DCU ELSA member, DCU Student Alumni Network and Member of DCU FLAC Society.
* **Public Speaking/Communication/Teamwork/Languages:** FormerLL.M. Class Representative TCD; Trinity College Graduate Student Union (GSU); Trinity GSU Constitutional Review Committee; Certified Student Free Legal Aid Adviser (FLAC) - DCU FLAC Society; Part of the winning team in an internship competition at Synchronoss Technologies, former member of the student council in secondary school. I currently possess a B1 level in Spanish (accredited) and a B1.3 in French.