

**CAITRINA CHAHIN**

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## **EDUCATION**

- All 8 FE-1 Examinations passed as of August 2020
- Certificate in Technology Law, Law Society of Ireland, July 2020
- Introduction to Arts, Entertainment and Media Law, Law Society of Ireland, July 2020
- Master of Laws (LLM) in International Human Rights, 2.1  
National University of Ireland Galway, 2014 – 2015
- Bachelor of Laws (LLB), 2.1  
National University of Ireland Galway, 2013 – 2014
- Erasmus Programme as part of BA  
Universidad de Oviedo, Spain, 2011 – 2012
- Bachelor of Arts (BA) International in Legal Studies and Spanish, 2.2  
National University of Ireland Galway, 2009 – 2013

## **EMPLOYMENT HISTORY**

### **Legal Assistant - Etsy - April 2020 – Present**

Global tech company/e-commerce marketplace, recently added to the S&P 500 index.

Duties:

- Supporting three teams within Etsy's legal function, Commercial Legal, Corporate and Securities team and the Compliance team, which encompasses a wide variety of tasks, as summarised below.
- Commercial – drafting, negotiating and reviewing a range of commercial contracts, DPAs, MCCs, NDAs and assisting with GDPR access requests.
- Corporate and Securities – supporting multi-market corporate legal matters including corporate governance principles and corporate filing obligations in several jurisdictions across US, Europe and beyond.
- Compliance – operation and maintenance of Etsy's Third Party Management system by carrying out due diligence compliance screening checks for all Etsy suppliers.

Key Achievements:

- Being awarded an "Etsy Guiding Principle award" on the nomination of the Commercial team, for providing responsive and organised support, along with high-quality results.
- Coordination of Etsy's application to the Central Bank of Ireland to become a licenced payments institution. This included the completion of the required entity documentation and the coordination of submission material by the relevant business persons and directors. During this time I liaised with outside Counsel, who submitted the application on our instruction.
- Organising periodic updates to Etsy's online user-facing policies and rules.

November 2019 – January 2020: Travelling in South America on my return home from living in New Zealand

January 2020 – March 2020: Studying and undertaking FE-1 Exams

### **Human Resources Administrator - AMP Financial Services - February 2019 – October 2019**

Regulated financial services company in Australia and New Zealand which provides wealth management advice and insurance products.

Duties:

- Monthly preparation of compliance reporting for our risk team and day-to-day liaison.

Key Achievements:

- Coordination and oversight of a project to create compliance training for our financial advisers in order to comply with changes in regulation.

April 2018 – January 2019: Travelling throughout Asia and New Zealand, including volunteering

February 2018 – March 2018: Studying and undertaking FE1 Exams

### **Human Resources Manager - Home Care Group - June 2016 – February 2018**

A homecare provider that specialises in care for young people with illnesses and disabilities. Duties:

- Drafting contracts, NDAs and company handbook.
- Implementation of human resources policies, procedures, laws and standards.
- Recruitment and management of nurses and healthcare assistants.
- Rostering and weekly payroll, as well as coordinating activities for our clients.
- Implementation of new HR management software.
- Pivotal role in obtaining new HSE client contracts.

January 2016 – June 2016: Caring for a loved one through terminal illness.

#### **United Nations Intern - UNHCR - October 2015 - January 2016**

Protection Management Unit of the Division of International Protection, which houses the primary legal units of UNHCR.

Duties:

- Drafting reports, video scripts, articles, info notes and a company broadcast.
- Chairing of departmental meeting.
- Recording meeting minutes.
- File preparation and data collection.
- Drafting of internal project summary documents.
- Development of a learning programme for UNHCR field workers to ensure compliance with applicable laws and standards in the field.

#### **NGO Intern – Association of Humanitarian Lawyers - August – October 2015**

A non-profit organisation that supports initiatives in human rights and humanitarian law. Their officers and researchers attend the UN human rights forums and work directly with the UN- credentialed groups, staff and investigators appointed by the Commission on Human Rights.

Duties:

- Research for and drafting of oral statements.
- Attendance of council sessions and drafting concise reports on each.

#### **General Manager - Tamarind Restaurant Ltd. - April 2013 - October 2014**

Large and busy up-market Thai Asian fusion restaurant.

Duties:

- Administrative duties such as maintaining the company's accounting records, HR and payroll.
- Hiring and training staff members, managing bookings, staff rotas, front of house delegation, negotiating with suppliers, stock management. Management of social media and website.

### **SKILLS**

- Strong interpersonal skills and ability to work in a team
- Comfortable interfacing with senior management.
- Self-starter who works on own initiative
- Excellent research and analytical skills
- Legal writing and research skills
- Strong communication skills
- Strong organisational skills with a proven ability to multitask
- Positive, proactive and constructive attitude
- Sound judgment
- Comfortable with remote working
- Flexible, adaptable and able to integrate with ease
- Experience instructing outside Counsel.
- Managerial and leadership skills
- Administrative expertise

### **REFERENCES**

References available on request.