**CAROLINE O’DOHERTY**

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**Education**

2014-2015 LL.M in Professional Legal Practice, University of Law Moorgate

Electives: International Mergers and Acquisitions, International Intellectual Property, Commercial Dispute Resolution.

2013-2014 Graduate Diploma in Law, University of Law Moorgate

2011-2012 Master of Arts in Journalism and Media Communications, Griffith College Dublin

2006-2010 Bachelor of Business Studies and Finance, Honours Degree, Co Sligo.

**Publication**

Jan 2016My LL.M Dissertation is due to be published in the Computer & Telecommunications Law Review, Issue 3, by Thompson Reuters as the “Special Briefing”.

**Legal Work Experience**

26 Oct 2015 – Present **Head Commercial Contracts Paralegal - G2V Recruitment Ltd**

* Drafting, reviewing and negotiating standard and bespoke commercial agreements (UK, US and EU contracts) in accordance with client instructions, legislation and relative bargaining power of prospective contractors.
* Liaising with HMRC on tax status of independent contractors to prevent tax evasion.
* Communicating commercial and legal information from client and candidate contracts to recruitment consultants and other internal teams throughout the negotiation period including liaising with Finance, HR, Credit Control, Business Coordination etc.
* Evaluating the risks of contracting on non-standard terms and informing the directors of this explaining the commercial and legal implications for their approval.
* Managing a team of legal administrators and delegating relevant tasks.
* Working with outside counsel, consultants, directors and in-house departments to facilitate, negotiate and finalise business transactions.
* Developing and implementing a contracts management system and working towards creating more efficient procedures.
* Providing internal training on the legal contracts process.

March 2015 **New Media Law LLP**

* Proof-reading and assisting to draft IP contracts.
* Drafting a defence in response to particulars of claim for a contractual dispute.
* Assisting with the drafting of contracts and articles of a new company.

October 2014  **Levison Meltzer Pigott**

* Note-taking at client meetings, subsequently drafting notes for clients’ files.
* Attending court at the RCJ, and retrieving documents at the Central Family Court.
* Reading and analysing client’s cases, arranging the file documents.

Sept 2013 - Feb 2015 **St Luke’s Legal Advice Centre with Nabarro LLP**

* Contacting clients regarding their appointment and requesting general information on their case.
* Creating a succinct report on each client outlining the legal issues.
* Researching any areas of law, or case details which might be vague and require extra information.
* Note-taking at each meeting and recording information relevant to the individual’s case.

June 2014  **Avadis & Co LLP**

* Filing and considering of documents as part of preparation of bundles for court hearings.

May 2014 **New Media Law LLP**

* Reviewing recording contracts.
* Researching employment, company, IP and contract law using PLC and Westlaw.
* Completing company searches on Company’s House.

February 2014 **Brent Council, Legal and Procurement Department**

* Drafting legal documents including leases, right to buy and land registry forms.
* Researching and preparing bundles for court.
* Attended hearings at Willesden County Court.

Sept 2013 - Jun 2014 **University of Law, Mediation telephone line**

* Working directly with clients of Law Works to advise individuals who might be eligible for free mediation.
* Advising on the benefits of mediation, how to apply for a free session, providing advice and sending the relevant documents.

June 2013 **Marshalling with Julian Malins QC**

* Shadowed Mr Malins for a week during an ABH case as he sat as a recorder in the London Inner Crown Court at Elephant & Castle.
* Note-taking and discussing the case and also learning about drafting an opinion.

Jul 2012 - Sept 2012 **Researcher for Brendan Kilty SC, Dublin**

* Carried out legal research for Mr Kitly regarding licensing laws on real estate agents, and the sale of real estate in Ireland.

Sept 2011 - May 2012 **Freelance Court Reporter**

* Reported cases from the Coroners Court in Dublin on a weekly basis as part of my MA degree.
* Adhered to strict deadlines ensuring my report was edited and ready to publish before the deadline.

**Media Work Experience**

June 2012 - Aug 2012 Internship at Dublin South FM, Dublin, Ireland

* Researched, produced and presented a weekly two-hour radio programme for Ireland’s largest community radio station.
* Sourced advertising for the radio station and for my show.
* Interviewed several celebrities in the sporting, film and entertainment industries.
* Represented the station at marketing events aimed to promote Irish Community Radio.
* Attended theatres, concerts, festivals etc. where I interviewed the organisers and sponsors, and edited the audio recorded for the radio programme.

Sept 2011 - Dec 2011 Internship at Mid-West Radio, Ballyhaunis, Co Mayo, Ireland

**Administrative work experience**

June 2014 - Dec 2014 Stratstone of Mayfair: Jaguar, Aston Martin (Temporary Summer Role), London, UK

Feb 2013 - Dec 2013Serco Group Plc, Victoria, London, UK

Nov 2010 - Aug 2011 New Ireland Assurance, Underwriting Administrator, Dawson Street, Dublin, Ireland

**Other Skills and Qualifications**

19 Jan 2015: Assessment centre skills workshop (Bond Dickinson LLP), University of Law, London

Mar 2014: Negotiation skills, University of Law

21 Jan 2014: Lexis Nexis Advanced Certification, Westlaw and PLC practised

Apr 2012: Nominated for ‘Arts & Entertainment Radio Production of the Year’, Irish Student Media Awards.

IT: Proficient in Microsoft Office, Microsoft Outlook, In Design, Cool Edit Pro, Adobe, Final Cut Pro

Languages: I speak the Irish language and hold an intermediate level of written Irish.

Class Representative: Represented my Masters class at Griffith College, Dublin.

**Hobbies & Interests**

The recreational interests I have are: attending the theatre, concerts, playing traditional Irish music scuba diving, writing and singing. I also attend a fitness group several times a week.

**Referees**

Keziah Watt Ian Penman

Legal Advisor at G2V Recruitment Ltd Founding Partner at New Media Law LLP

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