**Cecilia Mealha Cabrita Jakobi**

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**PROFILE**

Trilingual (Portuguese, English, Spanish) professional with Diploma in Law, BSc in Business Administration, Postgraduation in International Law and FE-1 candidate. Years of experience in IT Project Support, Software License Contract Analysis, Business Contract Analysis, and IT Procurement. Successfully supporting diverse stakeholders such as project managers, solicitors, business partners and technical teams. Excellent written and spoken communication skills in different languages, and experience working in global and culturally diverse teams. Looking forward to leveraging my experience as Legal interface to IT & Business

**WORK HISTORY**

* **Senior Legal Contract Analyst | Indeed Ireland Operations Ltd, Ireland** | **March 2022 - present**
* Manage intake, review and lifecycle of complex technology-related and partnership contracts, and conduct correspondence and meetings with collaborators and teams
* Collaborate with solicitors, business and cross-functional teams in drafting, reviewing and negotiating contracts as per internal legal criteria and risks, and independently find solutions for complex and unique contract requests
* Draft and manage templates and clauses, assessing risk and providing recommendations to stakeholders and counsel for meeting business needs while protecting assets
* Initiate, manage, and deliver automation, process improvements and best practices across the Team and contribute to information sharing, training and collaboration tools
* Subject matter expert of the Contracts Management system, supporting the team and stakeholders, and for compliance and review related to Security and Data Protection
* Identify Legal Team pain points and implement process for online terms, technical documentation, DPA and others, to address changes in procedures and legislation

**Key achievements**

* Upon high level of detail and expertise of current templates, identified and proposed ~30 items for a tangible reduction in contract review turnaround time, which was recognised as a benchmark of quality for future projects
* Verified and harmonised updates across resources and templates, counter-suggested an enhanced wording to account for compliance specificities per market/country, ensuring consistency of terms in English and Japanese
* Recognized by the Business for mastering complex contract with partners, while ensuring partnership continuity and leading cross-functional collaborations
* **IT Asset Management Coordinator | Lion** **Re:Sources, a Publicis Groupe company, Ireland** | **December 2020 – March 2022**
* Worked alongside procurement colleagues with developing statements of work (SOWs), Master Software Agreements (MSAs), OEM partnership contracts and quotations
* Reviewed contracts and worked with different teams to develop and insert appropriate legal protections in contracts, including NDA, Data Privacy and Data Security agreements
* Analyzed contract terms and documents, providing recommendations to stakeholders and engaging with Legal Counsel for further review when required, negotiated changes with vendor and obtained the respective approvals
* Developed best practices, improved procedures for contract management and legal risk mitigation, and supported counsel and other teams on ad hoc research and projects

**Key achievements**

* Assisted the group companies worldwide with supplier negotiations (+4M USD), maintaining the business operational excellence and timely response
* Achieved savings of 7% and secured long-term partnerships with suppliers and compliance with Groupe´ standards and regulatory requirements
* **Portfolio Management Specialist | Bentley Systems International Ltd, Ireland** | **May 2018 – December 2020**
* Responsible for accounts in Latin America and Europe, reviewing clients’ level of license usage and contract coverage and handling law enforcement notifications and resolution
* Research and investigation on the accounts’ background and contract review, providing guidance to manage the software portfolio and keep compliance to contract and policies
* Reviewed contract terms, partnership deals and other relevant documents, clarifying queries from accounts, resellers and cross-functional teams
* Served as a subject matter expert on license behaviour, product billing and queries of data privacy, data transfer and federation and creating new business opportunities

**Key achievements**

* Assisted Sales in negotiations (+150k USD) for welcome back and re-org of key accounts in EMEA and Latin America, and implementing the latest technologies for performance
* Engaged with ~300 accounts in EMEA and Latin America, explaining the commercial offerings and licensing, addressing Data Privacy policy and terms for GDPR
* **IT Business Analyst | ExxonMobil Business Support Center, Brazil | April 2015 – February 2018**
* Collaborated with project management to help plan, scope and schedule future projects
* Gathered inputs from stakeholders to propose new deliverable items, developed User Stories and Acceptance testing Criteria, and performed both UAT and Regression tests
* Supported projects, as system rollouts or global upgrades, by providing guidance and data support, monitoring and prompt issue resolution on servers and system console

**Key achievements**

* Recognition from Project teams for contributions to add value to customers and make the system more intuitive for users and for intensive pre-implementation tests
* **IT Contract and Asset Management Specialist | ExxonMobil Business Support Center, Brazil | June 2011 – March 2015**
* Negotiation, legal review and management of technology-related assets (license, subscription, SaaS, IaaS, APIs, development partnership, etc.), and respective MSAs and development agreements
* Analyse data for cost management and saving opportunities, and developed practices and processes for continuous improvement and compliance
* Responsible for privileged and sensitive information along with Global Legal Counsel and for maintaining confidentiality, providing guidance in each country regulations
* Built relationship with suppliers, procurement colleagues and project managers in order to align strategy and facilitate negotiation of terms, cost and delivery time
* Engagement with IT and Legal teams, risk assessment and guidance to support users and project managers globally, and follow industry trends and strategy

**Key achievements**

* Decreased 64% of the average software delivery time with negotiation with suppliers and end-to-end analysis of internal processes
* Nominated as focal point for high-risk, complex projects and Process Improvement
* **Sales Operations and Contract Leader | ExxonMobil Business Support Center, Brazil | July 2004 - May 2011**
* Worked with Legal Department for diverse commercial contracts review, writing, litigation, signature and Power of Attorney review for different Latin America businesses
* Supported Sales Department with content approval and contract writing, customer financial transactions in SAP and in contract management system
* Responded to customer and vendor calls and requests through ticketing system
* Timely processing of contracts, including data management, reconciliation, payments and charges
* Developed and maintained process documentation related to contracts to ensure data integrity in system and risk mitigation
* Implemented projects and tools to enhance business operations, and Business Continuity Plans with internal teams and suppliers

**Key achievements**

* Proposed and implemented tools automation to the business in different types of contracts and countries
* Recognized 5 times with Client Service prize by Sales for the excellent service level and consistent work
* **International Purchaser | Positivo Informatica Ltda, Brazil** | **May 2002 – June 2004**
* Plan and negotiate orders computer equipment and hardware parts from national suppliers and external companies
* Built relationship with business partners to improve payment terms and prices

**EDUCATION & TRAINING**

* **(NFQ Level 8) Diploma in Law** | Law Society of Ireland, Ireland
* **(NFQ Level 9) Postgraduate Diploma in International Law** | Positivo University, Brazil
* **(NFQ Level 8) Bachelor Degree in Business Administration with emphasis on International Trad**e | Federal University of Parana, Brazil
* **Foundations of Privacy and Data Protection** | IAPP
* **Extension in Social Media and the Law** | MOOC, Law Society, Ireland
* **Certificate in Commercial Contracts** | Law Society of Ireland, Ireland
* **Extension in Arts, Media and Entertainment Law** | MOOC, Law Society, Ireland

**SKILLS & LANGUAGES**

* ***IT Skills:*** Google Office, MS Office (Word, Excel, PowerPoint, Outlook, Internet Explorer, Teams), Slack, SharePoint, Agiloft CLM, SAP E/R modules, SalesForce CRM, , Ticketing systems (Zendesk, Jira, Agiloft, Ariba WMS)
* ***Languages:*** Native Portuguese | Fluent in English and Spanish | Basic in Japanese, Polish and French
* ***Soft Skills:*** Communication (written and oral), collaboration, negotiation, contract management, project management, problem solving, research and investigation, risk assessment and mitigation, attention to detail, analytical skills, work independently, process improvement, fast-paced environment, ethics, flexible to change priorities, time-management skills, tech savvy, ability to work in team, legal writing and review