**Chlöe Prendergast**

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Date of Birth: 11th May 1993

**Personal Profile:**

* I graduated from Dublin City University with a 2.1 BCL Law and Society degree in November 2014.
* I am working full time as a legal executive in ION Trading since December 2014.
* I passed four FE1s on my first sitting in March 2016, sat two more this coming October and I hope to finish my FE1s by March 2017.
* I am highly motivated, organised and hardworking. I am a quick learner and a strong team player who thrives most when working under pressure and tight deadlines. I have great attention to detail and enjoy being challenged, as challenges generally present the best opportunities to learn.

**Education:**

1. ***Loreto College, St. Stephen’s Green (September 2005 – June 2011***)

Leaving Certificate - 470 points

1. ***Dublin City University (September 2011 – May 2014)***

2.1 BCL Degree – Law and Society

1. ***Dublin Business School (September 2015 - January 2016)***

Diploma in Taxation

1. ***Law Society - FE1 Examinations***

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| Contract Law – **Passed** (March 2016) | European Union Law – Sitting (Oct. 2016) |
| Criminal Law - **Passed** (March 2016) | Company Law – Sitting (Oct. 2016) |
| Equity & Trusts Law - **Passed** (March 2016) | Tort Law – Sitting (March 2017) |
| Property Law - **Passed** (March 2016) | Constitutional Law – Sitting (March 2017) |

**Employment Experience:**

***ION Trading (December 2014 - Present):***

ION Trading is a global financial software provider with over 2,000 employees worldwide. The legal department is based in Dublin. My work comes from the team of solicitors, barristers and US attorneys in the department and I report to the ION General Counsel, Patrick Walsh.

*Commercial Legal Executive (March 2016 – Present):*

* Discovery Review: marking privilege and relevancy using Nextpoint.
* Document Production: for disclosure and other litigation purposes.
* Company Secretarial: filing B10 and B1 forms on the CRO website.
* Drafting Documents for Litigation: complaints, summons, witness statements for litigation in US, UK and Ireland.
* Drafting agreements such as amendments, novations, NDAs as well as terminations, notices, and other forms of legal correspondence.
* Negotiating terms of NDAs with Clients
* Reviewing and interpreting contracts.
* Various Research Projects: entity consolidation requirements, letterhead requirements, etc.

*Employment Legal Executive (December 2014 – February 2016):*

* Drafting and Executing Employment Documents: contracts of employment and deeds of undertaking (NDAs).
* Post-employment non-compete and non-solicit conflicts.
* Global redundancy exercises.
* Global payroll consolidation exercises.
* Employment visas and employer sponsorship application.
* Group policy development.
* Process mapping.
* Research including data protection research e.g. Safe Harbour.

***Telefonica (Retail) – Sales Assistant (December 2011 - December 2014 – part-time job throughout university)***

* Customer service
* Meeting sales targets
* Ensuring customer satisfaction rating above 85%, both personally and at store level
* Contract management
* End of day cash management and reconciliation
* Stock checks

***Corkscrew – Intern (September – October 2014) in Exeter, Devon, UK.***

Corkscrew provide work experience in start-up businesses abroad with international graduates to develop innovation and professional skills. I applied and was chosen to be funded through an EU initiative.

* Business development: product design, marketing and partnership building
* Social enterprise work
* Working with international colleagues and mentoring junior interns

**Teamwork/Leadership Skills:**

* I was voted deputy head girl for my year in 6th year by staff and classmates and elected student council representative in 5th year.
* I danced competitively nationally and qualified to world championships whilst until from the age of 6 until I was 17 with a team of 11 other girls.
* I played on large GAA football and football teams throughout school so understand the intricacies of working together as part of a big team.
* I was part of the team creating a graduate selection process for ION which has been implemented and adopted for use across the company.
* I am currently working on a project across a number of different departments, trying to eliminate stale entities, requiring patience, organisation and quick-learning.

**Achievement/Hobbies/Other:**

* I enjoy running and completed in the Run in the Dark 2016.
* I am a member of ION Trading’s Sports and Social committee, helping to organise offices activities such as tag rugby and table quizzes.
* I won a number of prizes as high sales achiever while working in Telefonica.
* I enjoy creative writing and film; I’ve placed in national school competitions and regularly help friends with creating their shorts films, etc.
* I am involved with St. Vincent de Paul, helping with Christmas hamper appeals and in school, helped with their soup runs.
* I enjoy short breaks away with friends, whether in Ireland or abroad.