

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 the ION Group since December 2014.
- I passed all four FE1s I sat on my first sitting in March 2016 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
- 2. Dublin City University (September 2011 – May 2014)**
2.1 BCL Degree – Law and Society
- 3. Dublin Business School (September 2015 - January 2016)**
Diploma in Taxation
- 4. Law Society - FE1 Examinations**

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

Employment Experience:

ION Group (December 2014 - Present):

ION Group is a global financial software provider with over 2,000 employees worldwide. The group's 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 Group's 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
- Helping prepare for company board meetings.
- Various Research Projects: entity consolidation requirements, Safe Harbour, 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 applications.
- Group policy development.
- Process mapping.

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 for a role and was funded by an EU initiative.

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

Teamwork/Leadership/Organisational Skills:

- I was part of the team creating a graduate selection process for ION which has been implemented and adopted for use across the global group.
- I am currently working on a project across a number of different departments, trying to eliminate stale entities, requiring patience, organisation and quick-learning.
- Within the legal department, I organise the agenda and meetings for the ION legal department as well as coordinate legal cost budgets and maintain our expense accounts.
- While working on my internship in Exeter, I worked in an international team to develop a product that was brought to market. I was commended on my ability to bridge the gaps between the different backgrounds of the interns.
- I was chosen in 6th year for a leadership role as deputy head girl by my peers and the staff in the school. This involved acting as a representative of the school and delegating tasks between committees for various events.

Achievements/Hobbies/Other:

- I am highly interested in the arts; I enjoy going to comedy gigs, concerts and art exhibitions as well as being creative whether writing and helping friends with their short films.
- I regularly go to the gym and run with friends and have previously taken part in Run in the Dark.
- 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 am involved with St. Vincent de Paul, helping with Christmas hamper appeals and have previously helped with their soup runs.
- I enjoy short breaks away with friends, whether in Ireland or abroad.
- I really enjoy sports; I mostly watch GAA, football and rugby and previously played GAA football.
- I previously won a few prizes for 'highest sales achiever' while working in Telefonica.
- I was on the committee for DCU Socio Legal Studies Review in 2013.