

Chlöe Prendergast

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Personal Profile

Legal executive with over three years' experience in the commercial and private sectors. Customer focused; results driven; dynamic individual with proven organisational and interpersonal skills developed across the litigation area.

Achieves results through collaborative working. Assists in general and specialist legal matters implementing an improved quality of service and cost effective solutions which are aligned to business goals.

Education

Law Society - FE1 Examinations

Contract Law – Passed (March 2016)	European Union Law – Passed (March 2017)
Criminal Law - Passed (March 2016)	Company Law – Passed (March 2017)
Equity & Trusts Law - Passed (March 2016)	Tort Law – Awaiting results (Sat in October 2017)
Property Law - Passed (March 2016)	Constitutional Law – Awaiting results (Sat in October 2017)

Dublin Business School (September 2015 - January 2016)

Diploma in Taxation

Dublin City University (September 2011 – May 2014)

2.1 BCL Degree – Law and Society

Loreto College, St. Stephen's Green (September 2005 – June 2011)

Leaving Certificate - 470 points

Areas of Expertise

Leadership and Teamwork:

- Strong interpersonal skills and a clear thinker who can motivate people.
- Ability to work collaboratively with cross-functional teams to manage client case files, prepare pleadings, briefs and notices, attend client meetings and ensure best practice is shared across the teams.
- Provides strong, focused leadership which motivates everyone to achieve common goals.

Commercial and Client Services:

- Proven ability to deal directly with clients and work on cases from start to completion using best skills and practices which deliver on client expectations.
- Efficient handling of client cases relating to bankruptcy, negotiating NDAs and reviewing contracts.
- Solution focused in the management of complaints and experience of working with a diverse client base which gained me a credible reputation as a problem solver and the confidence and trust of clients.

Organisational Skills:

- Excellent communication skills as demonstrated through my accuracy and attention to detail in the management of cases and workload.
- Takes an organised approach to both administrative and research projects, with an ability to work under pressure.
- Results driven and innovative with proven ability to successfully champion new initiatives and gain broad support.
- A natural organiser and planner who works well in advance of deadlines as evidenced in my active participation in the Sports and Social committee in ION.

Motivation and Commitment

- Strong influencer and relationship builder, with exposure to working within a wide range of legal disciplines.
- Highly competitive, with a strong motivation to succeed and excel, demonstrated through an ability to complete study whilst working full time.
- Highly competitive, enthusiastic individual with a strong motivation to deliver on goals and committed to continuing to strive for success

Career History

Eversheds Sutherland LLP - Summer Intern in the Litigation Department (May 2017 - August 2017):

An eleven week summer internship programme. I worked closely with the partner and the Insurance Defence team covering:

- Client case file management and attending meetings with the client
- Preparing briefs, pleadings, notices and booklets for court
- Attending court and preparing court memos for the client
- Researching and memo writing
- Preparing cost accountant files
- Dealing with external parties in relation to client matters

ION Group (December 2014 - May 2017):

Global financial software provider with over 2,000 employees worldwide. I worked in the legal team based in Dublin. I liaised with the team of solicitors, barristers and US attorneys in the department and I reported to the ION General Counsel.

Commercial Legal Executive (March 2016 – May 2017):

- 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 and agreements for litigation: complaints, summonses, novations, NDAs and witness statements for litigation in US, UK and Ireland.
- Negotiating terms of NDAs with clients, including bankruptcy claims
- Various research projects: entity consolidation requirements, letterhead requirements, etc.

Employment Legal Executive (December 2014 – February 2016):

- Global redundancy exercises and payroll consolidation exercises
- Drafting and executing employment documents: contracts of employment and deeds of undertaking (NDAs).
- Employment visas and employer sponsorship applications including post-employment non-compete and non-solicit conflicts.
- Managing all new starters and leavers in the ION group.
- Group policy development and aided new process mapping procedures.
- Research including data protection research e.g. Safe Harbour.

Telefonica/Hutchison 3G – Sales Assistant (December 2011 - December 2014: part-time job throughout university)

Working in the retail O2 store my responsibilities included

- Customer service - ensuring customer satisfaction rating above 85%, both personally and at store level.
- Meeting sales targets.
- Contract management.
- End of day cash management and reconciliation and carrying out stock checks.

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

Corkscrew provides work experience to international graduates to develop innovation and professional skills in local enterprises. I applied and was chosen to be funded on the

programme through an EU initiative.

Key projects included:

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

Interests

Hobbies and pastimes include a keen interest in dancing, going to the gym and running. Throughout my career I have naturally taken a leadership role in various committees and teams to include Assistant Head Girl, student bodies and the organisation's sports and social committees.

I enjoy creative writing and film and continue to pursue these in my spare time as well as supporting local art projects such as comedy clubs.

References - Available upon request