**Colin Russell**

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**Legal and Business Work Experience:**

**April 2017 – Now:** Legal and Contract Consultant, Procorre, 2 Hume Street, Dublin 2.

I work as part of the Legal and Contract team providing due diligence and advice to the Board of Directors on new projects as well being a contract manager for domestic (United Kingdom) and international (Ireland, France, Austria, Italy and Spain) consultants. My Duties are as follows:

* Recently appointed GDPR compliance project lead after creating our Data Protection Agreements and dealing with other data protection issues. I have created a GDPR impact assessment report of our risks and made recommendations on changes to be made to our contracts, practices, website and new portal.
* Drafted the policies for our website and portal as well as providing guidelines on the Cookie Directive and further updates that will be needed once the GPDR comes into being.
* Perform contract manager duties for domestic and international consultants. These duties include contract reviews including IR35 reviews, contract termination dispute assistance, in country tax registration, tax return assistance and visa registration assistance as well as providing support on other miscellaneous matters.
* Researched and create guides such as one which outlined business venture structures, Joint Intellectual Property Agreements and an Intellectual Property guide specific to the scenario for the Directors to use in negotiations for a large project. I was informed that this guide was invaluable in helping to win the project.
* Assist in setting up new in-country international partners by reviewing and negotiating changes regarding the required paperwork, including but not limited to, Partner Framework Agreements, Data Protection Agreements and Non-Disclosure Agreements. This involves open communication with the partner over email and conference calls in which I represent the Legal and Contracts team. The main concerns I deal with revolve around Intellectual Property Rights and Data Protection especially with our potential partners situated outside of the EU. I have aided in establishing partners in the EU, North America, South America and Asia.
* Assist in drafting, reviewing and updating new contracts created for new business ventures and acquisitions. On a recent acquisition project in the United Kingdom, concerning hundreds of small companies, I have worked to help develop a Shareholders Agreement, Disclosure Letter and Directors Service Agreement as well as obtaining free legal advice, using a connection, from a Mergers and Acquisitions specialist.
* Assisted the Group Operations Director and Head of Global Mobility in developing and updating the documents for our international Global Professional Employment Organisation model (GPEO). I carry out the contract reviews, edits and feedback on all new GPEO deals. I have helped work on GPEO deals in the EU, North America, South America, Asia and Australia.
* Review of Procorre’s, domestic and international, contracts used for consultants and clients. I undertook a complete overhaul of these contracts improving their structures and protections, particularly in relation to Intellectual Property, Confidentiality and Data Protection. I created a series of Non-Disclosure Agreement’s and Data Protection Agreements. As a result, I have significantly reduced the risk of legal action and I am currently creating contracts for a new business venture for the Board of Directors.

**August 2016 – February 2017:** Legal Assistant, Eversheds Sutherland, One Earlsfort Centre, Earlsfort Terrace, Dublin 2.

I worked as part of the Mortgage Enforcement and Debt Recovery team in their Litigation and Dispute Resolution Department who dealt with a high volume of cases nationwide. My duties were as follows:

* Instructed Counsel for cases nationwide, prepared legal packs, briefed Counsel on key aspects of each case and attended Dublin Circuit Court.
* Drafted Court documents inclusive of national and international laws.
* Conducted legal research into national and international jurisdictional issues so that I could arrange for the service of legal proceedings nationally and internationally.
* Carried out reviews of the Circuit Courts around the Country.
* Created templates and processes which were then saved and circulated to other team members.
* Added to and maintained up-to-date databases on case management, billing and knowledge. By maintaining an up-to-date case management database, I could prioritise the heavy workload.
* Communicated with the client’s in house legal team responding to any queries that arose.
* Corresponded with lay litigants and third parties;
* Trained new members of staff and monitored their progress.
* Completed other administrative duties.

**June 2015 – August 2016:** *Legal Human Resources Assistant, Hopscotch Crèche & Montessori ltd, Castlemartin, Eastham Road, Bettystown, Co. Meath.*

* Provided support and guidance to management in relation to employment contracts and supply contracts.
* Helped to develop Human Resource practices and policies, including drafting a social media policy.
* Advised on Employment Law issues that arose.

**June 2009 – August 2016:** *Intern, Ardagh Consultants ltd, Tullyallen, Drogheda, Co. Louth.*

* The Consultancy Firm provides professional business support to companies and individuals in areas such as Corporate Law, Corporate Recovery & Re-structuring and Financial Assistance & Advice.
* From June 2009 – September 2011 I undertook several summer work placements to gain exposure and work experience in a professional office environment.
* I undertook general administration work including using accounting work, file management, and phone duties.
* I regularly shadowed the Directors to observe and monitor how they dealt with individual cases as well as ongoing client work on a wide range of financial and legal issues.
* From June 2012 until August 2016, I worked, part-time, on the research, document preparation and due diligence for bank settlements and business projects such as an Energy Services Agreement with the National Health Service for Ipswich Hospital. I worked on this project from tender to contract. During this project, I helped with the research and drafting of a business plan, a 15-year adjustable cash flow projection, aided in the creation of a limited company as joint venture and its shareholder agreement. I helped in the document preparation for the meetings, which I attended, in Canary Wharf.

**Other Work Experience:**

**June 2015 – August 2016:** *Waiter and Expeditor, Black Bull Inn, Dublin Road, Drogheda, Co. Louth.*

**October 2014 – February 2015:** *Waiter, Scholars Townhouse Hotel, King Street, Drogheda, Co. Louth.*

**June 2014 – September 2014:** *Waiter, The Glasshouse Tavern, 252 W. 47th Street, New York, NY 10036.*

**September 2011 – June 2014:** *Cashier, Omniplex Cinema, Boyne Shopping Centre, Drogheda, Co. Louth.*

**Voluntary and Pro Bono Experience:**

**September 2011 – May 2015:** *Fundraiser/Assistant, Free Legal Advice Centre (FLAC).*

* I volunteered to help fundraise and recruit new members for FLAC. During my time in FLAC we managed to more than triple our membership.
* I assisted in the planning and organising of legal clinics, social events and talks from guest speakers.

**September 2014 – May 2015:** *Mentor, TCD Student to Student Mentoring.*

* Along with a mentor partner, I helped to organise events to help first year law students adapt to college life.
* I helped students with academic and personal issues. This included helping one student realise their course was right for them by talking them through the two courses they wanted to do and organising meetings with lecturers from both courses.

**October 2014 – December 2014:** *Tutor, Trinity Access Programme, Pathways to Law Programme.*

* Working alongside a barrister and trainee solicitors, I helped to prepare insightful and interactive legal lessons for secondary school students from under-represented socio-economic groups.
* I helped to run a competition which offered five of the students a short internship in a major law firm.

**Extra-Curricular Activities and Interests:**

* Throughout my time in school and college I have played both soccer and Gaelic football. I have played at an academy level in both. I still play soccer on a recreational basis.
* I have competed in the All Irelands for athletics on numerous occasions and I still train non-competitively.
* During college, I took part in debating, mock trials and mooting.
* I have trained and competed in Hell and Back, as part of team with The Black Bull Inn, in September raising money for SOSAD Ireland. We also held an auction prior to Hell and Back to raise money for the charity.