

Donagh O'Loughlin

Apt 3, 36a Mountjoy Street, Dublin 7
Mobile: 087 2192857 Email: d.oloughlin@kamagames.com

Profile

A highly ambitious legal executive with a good aptitude for problem solving, a keen attention to detail and the ability to analyse, diagnose and improvise, owing to a legal and an engineering university background. Developed key administrative abilities and client co-ordination skills through years of successfully working in greatly varied, often high pressure environments.

Education

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| The Law Society of Ireland <i>Certificate in Company Secretarial Law & Practice</i> | 2015 |
| The Law Society of Ireland <i>Diploma in Arbitration Law.</i> | 2014 - 2015 |
| The Irish Institute of Financial Trading <i>Diploma in Financial Trading and Investments.</i> | 2014 |
| The Law Society of Ireland <i>All eight FE1 exams passed.</i> | 2012 - 2013 |
| National University of Ireland Galway <i>Bachelor of Civil Law (2.1).</i> | 2009 - 2012 |
| Galway Mayo Institute of Technology <i>Bachelor of Computer and Electronic Engineering.</i> | 2004 - 2007 |

Professional Record

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| KamaGames <i>Director, Secretary and Legal Executive</i> | May 2014 – Present |
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- Managing and developing of the company's IP protection strategy.
- Monitoring and enforcing the infringement of intellectual property rights through the sending of Cease & Desist letters and DMCA takedown notices.
- Organising board and shareholder meetings, passing resolutions and drafting minutes.
- Drafting, negotiating and execution of a variety of agreements including non-disclosure agreements, software license agreements, trademark assignments and co-operation agreements.
- Company document control and compliance. Restructured and implemented entire file management system throughout company internationally.
- Creating and maintaining registers relating to the IP portfolio, company secretarial matters and contracts.
- Assisting in the corporate restructuring and redomiciliation of affiliates.
- Monitoring deadlines (for renewals, payments etc.).
- Liaising with external experts such as solicitors, tax advisors and IP Attorneys.
- Drafting company policies such as data protection, health and safety, document retention and disciplinary procedures.

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| Appen Butler Hill 2014 <i>Transcription Consultant</i> | January 2013 – May |
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- Transcribed information from voice recognition software in accordance with detailed criteria to boost accuracy and efficiency of software.
- Adjudicated work completed by peers in a comparative fashion to ensure the project delivers premium transcription.
- Compiled performance reports of colleges outlining any inconsistencies to maintain quality control.

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| Citizens Information Centre 2013 <i>Immigration Information Officer (volunteer work)</i> | Mar 2013 –Dec |
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Advise clients with Immigration issues, advocating on their behalf in certain scenarios.

- Conducted meetings with clients, advising on courses of action and exploring options to best suit the given situation.
- Advocated on clients behalf through written correspondence or phone calls, assisting in applications, solving the issues at hand and making the appropriate referrals.
- Accomplish the foregoing, implementing aspects of national, European, and International Law.

Reference: *Lorraine Lally BL.* [087 697 4170](tel:0876974170)

Keane Solicitors Dec 2012

Apr 2011 -

Paralegal Office Administrator

Medium sized law firm practicing all areas of law but most notably in litigation, conveyancing, injury claims, company law and debt collections.

- Compiled draft briefs for council presenting to firm's solicitors. Amended same as required.
- Created structured medical reports for injury claims by examining medical records, evaluating pertinent aspects and compiling the data.
- Redesigned the filing system throughout firm, simplifying same and boosting efficiency.
- Categorised and alphabetised files and created digital database to ensure easier access.
- Participated in client meeting and assisted solicitor with various aspects of case work, assisted them in court and conducted general administrative duties.
- Maintained this full time position while in final year university.

Reference: *Patrick Keane (Principal).* [091 566 767](tel:091566767)

Other Employment History

- Winteringhams Recruitment Perth, *Legal Temp.* (December 2013 - March 2014)
- Capone's, *Delivery Driver.* (February 2012 - December 2013)
- Event Bars, *Staff and Events Manager.* (October 2007 - Sept 2010)
- Bar 903, *Barman.* (Sept 2004 - Sept 2005)
- Boston Scientific, *Product Builder.* (Oct 2003 -Sept 2004)
- H2O in Galway, *Salesman* selling water purification systems door to door (Jan - Oct 2003)
- Bus Stop Newsagents in Dublin for two years while in school (2000-2002)
- Coach House Pub (1998-2000)

Hobbies and Interests

Golf

Play most often in Enniscrone and Salthill Golf Clubs.

Diving

Certified as and advanced open water diver. A hobby I indulge as often as I can.

Running

Ran the Dublin Marathon in 2011, raising over €1000 for the Rape Crisis Centre.