
Erta Kalemi

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EDUCATION AND TRAINING

LAW SOCIETY OF IRELAND 2019 – 2020
FE-1 Exams

TRINITY COLLEGE DUBLIN 2015 – 2016
LL.M International and European Business Law– 1st
Thesis: Privacy, Data Protection and E-Commerce: A Comparative Analysis of the Law of the European Union and the United States

TRINITY COLLEGE DUBLIN 2010 – 2014
LL.B Law and Political Science – 2.1
Entered university through the HEAR scheme (for students from socio-economic disadvantaged backgrounds)

LORETO COLLEGE 2004 – 2010
Leaving Certificate – 525 Points

WORK EXPERIENCE

THE NATIONAL SCREENING SERVICE Nov 2020 – June 2021
Staff Officer (Client Services)

- Processed GDPR and FOI data access requests for clients and clients' legal representatives by adhering to legal requirements
- Responded to discovery requests in respect of various High Court proceedings brought against the Health Service Executive
- Assisted with the development and update of SOPs and communication templates used by the department

KLAS Aug 2019 – July 2020
Legal Executive (Legal Department)

- Negotiated non-disclosure agreements with customers and suppliers such as SpaceX, Cisco, Airbus and Nutanix and acted as main point of contact in commercial contract negotiations
- Reviewed and amended various commercial contracts both on supply and distribution including Klas' authorized reseller agreements, master services agreements and product supply agreements
- Drafted Cookies Policy and reviewed and reported on Klas' GDPR Policy
- Drafted Product Loan Agreements, tracked their expiry using spreadsheets and arranged for extensions
- Reviewed various policies in respect of a large contract with Microsoft such as Supply Chain Security and Codes of Conduct, as well as the FAR and visited sites of our suppliers in respect of same

KENNEDYS LAW LLP Jan 2018 – Feb 2019
Litigation Assistant (Insurance)

- Prepared pleadings, motion papers and briefs for counsel

- Drafted instructions to experts and reports to Insurers such as Chubb and Hiscox advising on strategy and reserves
- Managed files, carried out conflict checks and opened up new matters
- Discovery and e-discovery work using platforms such as Relativity
- Assisted fee earners with billing queries, reviewed defence costs invoices and drafted correspondence in respect of ODCE's investigation into INM

INTERTRUST GROUP IRELAND

May 2017 – Jan 2018

Senior Administrator (Capital Markets)

- Responsible for ensuring the execution of large volumes of transactional documentation received from asset service providers within quick turnaround times
- Assisted the Capital Markets team with general company secretarial duties including preparation of Board Minutes and CRO filings such as B10s and Directors' letters of resignation
- Completed high level review of legal documentation for typos and grammatical errors and reconciliation against a cover sheet

STEPHENSON HARWOOD LLP

September 2016

Legal Intern (Litigation)

- Conducted research on the right to a fair trial and screen scraping in respect of Ryanair
- Assisted with an aircraft dispute involving a registrable non-consensual interest in the International Registry and attended conference calls with clients in respect of same
- Assisted with a dispute relating to airport landing charges and carried out research on the European Charges Regulations
- Delivered a presentation on a shipping case to colleagues in Quadrant Chambers

A & L GOODBODY

July 2013

Legal Intern (Construction and Engineering)

- Reviewed witness statements for inconsistencies in relation to a construction dispute and drafted legal memo in respect of same
- Carried out research for a client pitch on legislation relating to public procurement
- Performed various administration duties such as lodging documents in the Central Office, drafting letters to clients and proofreading contracts

SKILLS AND PROFICIENCIES

IT: Microsoft Office Suite, Relativity, Elite 3E, Salesforce, SharePoint

Languages: Albanian– Native; French– Intermediate

PERSONAL ACHIEVEMENTS

Reduced organisation's legal fees by 2.5% through the introduction of a template	2020
Awarded an EU Aviation Law Prize	2016
Awarded the Donogh O'Malley Scholarship	2010
Awarded the Roma Condren Bursary	2010