

CONTACT

€ 9 WILLSBROOK GROVE, LUCAN, CO. DUBLIN, IRELAND

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WORK HISTORY

LEGAL & TECHNICAL KNOWLEDGE MANAGER | MICROSOFT, DUBLIN

MAY 2021 – PRESENT

- ✦ Working as part of the European Paralegal team in Corporate and External Legal Affairs (CELA), I maintained, updated and oversaw the sunseting of our Zela legal bot, and updated our internal facing legal information site, CELAWeb, to ensure the self-help resources were clear, easy to find, and up to date.
- ✦ Supported the CELA paralegal team by providing cover in relation to client queries, and moved to become a centralised point of knowledge on Microsoft trademark and Branding usage.
- ✦ Assisted in the creation and delivery of training on topics for European paralegals and local CELA teams.

FREELANCE CONTRACTOR (COPYEDITOR) | REMOTE

MARCH 2021 – MAY 2021

- ✦ Partnering with a Nuremburg based law firm, I carried out copyediting work in relation to legal contracts.
- ✦ Localised contracts following the use of “brute force” translators to ensure they are legible and have sufficient clarity for an English speaking audience.

LEGAL INTERN | AMOSS SOLICITORS, DUBLIN

AUGUST 2017 - SEPTEMBER 2017

- ✦ Conducted client research on a variety of topics, including EU regulations, cryptocurrencies, and the potential impacts of Brexit negotiations.
- ✦ Drafted a number of internal articles on the Brexit position papers and their potential impact on trade with Ireland.
- ✦ Conducted precedent research in the areas of corporate and property law.
- ✦ Drafted response correspondence to international law firms in relation to conflicting legal opinions.

RETAIL ASSISTANT | THE SWEET SHOPPE, SAN DIEGO

JUNE 2016 - AUGUST 2016

- ✦ Assisted customers with inquiries and sales.
- ✦ Responsible for stock taking and inventory management, including communication and negotiation with stock holders.

MANUFACTURER | ARTISAN SOLUTIONS, DUBLIN

FEBRUARY 2011 - JULY 2012

- ✦ Manufacture and installation of custom signage and decal work.
- ✦ Communicating directly with clients to draft design briefs that both meet the client’s wishes and budget.
- ✦ Working as part of a team both at assembly and design stages of projects.

EDUCATION

INNOVATION, TECHNOLOGY AND THE LAW (LLM)

2017 - 2018

- ✧ University of Edinburgh, UK.
- ✧ Final Result: 1st Class Honours.
- ✧ Dissertation: "Weaponising Humans: A legal and ethical analysis of the development of military human augmentations under international humanitarian law."

BACHELOR OF LAWS (LLB)

2013 - 2017

- ✧ Maynooth University, Co. Kildare, Ireland.
- ✧ Final Result: 1st Class Honours.

SKILLS

- ✧ Positive attitude, with experience working as part of a fast moving and dynamic team.
- ✧ Excellent document review skills.
- ✧ Ability to work under pressure and meet deadlines.
- ✧ Having a flexible and pro-active approach to work.
- ✧ Excellent communication skills.

PERSONAL ACHIEVEMENTS

COMPLETED FE-1 EXAMS

2021

PRESIDENT OF MAYNOOTH UNIVERSITY FREE LEGAL ADVICE CLINICS SOCIETY

2016 - 2017

WEBMASTER FOR MAYNOOTH UNIVERSITY FREE LEGAL ADVICE CLINICS

2015 - 2017

WINNER OF THE ELSA SAKHAROV PRIZE DEBATE

2015

INTERESTS

- ✧ Airsoft
- ✧ Travel
- ✧ Playing the guitar
- ✧ Reading, everything from crime to speculative fiction
- ✧ Cooking
- ✧ Painting

REFERENCES

Millie Lein, Senior Paralegal
Microsoft (CELA)
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Enda Newton, Corporate Partner
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