

Irene Ciocan

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I am a LLM graduate currently working as an IP paralegal at Gartner and gained experience as a legal trainee at the EUIPO in Alicante while studying towards Irish FE1 and Chartered Tax Adviser examinations. I also gained experience in the financial services industry during a yearlong placement at State Street Global Services. I am now seeking a training contract in an exciting and challenging Irish law firm.

EDUCATION

2020-2021 Trinity College Dublin - LLM Intellectual Property and Information Technology Law: (1.1)

Key Achievements

70%	Patent Law	70%	Mergers and Acquisitions
74%	Aviation Law	78%	Research Dissertation

2016-2020 Maynooth University - BCL Clinical Law and Accounting: (2.1)

Key Achievements

70%	Property Law	70%	Advanced financial Accounting
76%	Legal Research	80%	Advanced Management Accounting

To 2016 Maryfield College, Drumcondra, Dublin 9. - Leaving Certificate Honours Higher level - 480 points

WORK EXPERIENCE

Present Intellectual Property Paralegal - Gartner

- Assisting with a wide range of IP-related legal matters, including working with in-house IP counsel on global IP enforcement, including assistance with drafting of 'cease and desist' letters, online take down notices, communications with Internet Service Providers.
- Assisting with management of large trademark portfolio.
- Working with Gartner's Corporate Secretary (CorpSec) team to obtain Powers of Attorney and other documents requiring corporate signatories for local IP registrars.
- Setting up, managing, and maintaining oversight of matters in the company's case management system, and creating reports of trademark applications and prosecution status.
- Supporting due diligence of potential acquisitions of intellectual property rights.
- Providing assistance with special projects and internal data tracking as required.
- Providing general legal and administrative support for the wider Commercial Legal Team.

Sept 2021 – Sept 2022 Legal Trainee - European Union Intellectual Property Office

- Examining trade marks and drafting decision letters to trade mark applicants.
- Studying the decision-taking process in the course of the examination of absolute grounds, and making recommendations.
- Assisting and planning for strategic projects.
- Compiling content for internal training courses for examiners.
- Assisting in disseminating IP knowledge by researching developments in IP Law and delivering the findings in the form of presentations for internal meetings and seminars.
- Proof reading of legal content for various teams.
- Engaging in the Interactive Collaborative Examination daily round tables.

Aug 2018 - Aug 2019 Client Delivery Management Placement - State Street Global Services

- Reviewed fund net asset values and investment manager reconciliations.
- Compiled monthly reports in relation to Solvency I & II and Central Bank of Ireland requirements.
- Reviewed fund prospectuses and UCITS Key Investor Information Documents.
- Self-managed projects.
- Assisted the team in producing fund valuations to meet the key performance indicator.
- Management and co-ordination of emails in two teams.
- Organising meetings and taking minutes.
- Assisted with internal and external audits.
- Gained shadow experience in the legal and projects department.

Sept 2018 - Aug 2021 Administrative Assistant - Construction

- Email and diary management.
- Creating, managing, and organising all files and folders; hard and soft copy.
- Greeting clients, answering phone calls, screening e-mails, preparing invoices, and tracking customer billing and payments.
- Preparing, distributing, and tracking tender packs and submissions.

SKILLS

Computer:

- Advanced Microsoft Excel Level 3, Excel Macro Development, Outlook. Microsoft Word and PowerPoint.

Organisational

- Having been nominated as leader of a video presentation project with a team of 10 people, I managed the production of a video which was presented in front of an expert panel of the EUIPO. I gained the ability to prioritise tasks and work on multiple assignments without interrupting the progress on daily tasks.

Teamwork:

- Recently, I was involved in a task force within my team to ensure that timely completion of a backlog of tasks. I gained the ability to produce clear and accurate material while in a fast-paced environment.

Written and verbal communication:

- Mainly developed through public speaking at panel discussions and service meeting presentations.

ACHIEVEMENTS & INTERESTS

Maynooth University Law Society

- Elected as the Vice President (2019/2020) and Treasurer (2017/2018) of the Maynooth University Law Society.
- Organised and moderated the 'Future of Artificial Intelligence in Law' panel discussion and seminars for students.
- Finalist in the Philpot Curran Moot Court Competition 2016.

State Street Diversity and Inclusion Committee Member

- Mentor for 'Career LEAP' Work Readiness Programme.
- Volunteered at culture nights and cooking at the Ronald McDonald House.
- Involved in organising of collections for and raising awareness of different charities including Special Olympics Ireland and Simon Community.

REFERENCES - Available upon request.