

Curriculum Vitae

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Work History:

Employer: Jazz Pharmaceuticals plc, Waterloo Exchange, Waterloo Road, Saint Peter's, Dublin 4

Job Title: Contract Analyst

Duration: January 2020 - Present

- Drafting, reviewing and, as requested, negotiating a variety of contracts.
- Coordinating and assigning of requests through the contracts management system (salesforce).
- Maintaining and, where appropriate, updating the contract administration process for EU, International and US branches of the company.
- Fielding questions and resolving issues related to day-to-day contract administration and associated issues.
- Assisting Core Contracting Group with the development and provision of relevant in house training to new employees throughout the company.
- Responsible for automation of work orders project throughout the International and EU branch of the company.
- Supporting Legal & Compliance Department colleagues with their projects.
- Engaging with internal customers in respect to their contracts with the company.
- Arranging documents for execution.
- Filing of documentation.

Employer: Enterprise Ireland, The Plaza, Eastpoint Business Park, Dublin 3.

Job Title: Legal Executive Assistant.

Duration: November 2019 - Present

- Drafting new equity investment and equity maintenance instructions.
- Liaising with external legal services in respect of all new investment/maintenance matters and providing relevant documentation.
- Minute checking all Agreements prior to execution.
- Arranging for the execution of all Agreements.
- Raising investment cheques and updating EI's system upon completion.
- Notifying relevant Investment Advisors of various companies AGM/EGMs.
- Responding to companies in respect of AGM/EGMs in a timely manner
- Communicating updates/requests from EI's investment services division to external legal services provider.
- Creating new company files and registering with system numbers prior to Investment Committee Meeting.
- Arranging reviewed files for archive.
- Monitoring departmental mailbox

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Employer: SUAS Educational Development, Whitefriars, Aungier St, Dublin 2.

Job Title: Educational Assistant, Kolkata, India.

Duration: July 2019 - September 2019.

- Teaching English to children aged 2-16 in a residential unit for 9 weeks.
- Responsible for lesson planning for each day for children of varying levels of English.
- Creating sustainable resources to be used in addition to lesson plans.
- Creating a sustainable English curriculum for children that could be used for a year long period.
- Caring for invalids each afternoon.

Employer: Fieldfisher Solicitors, The Capel Building, Mary's Abbey, Dublin 7 (Formerly: McDowell Purcell Sol.).

Job Title: Paralegal, Corporate and Renewable Department, Insolvency Department.

Duration: June 2018 - July 2019.

- Drafting, reviewing and amending of contractual agreements in respect of mergers and acquisitions .
- Drafting Motions, Proceedings and Service of Proceedings.
- Taking instructions from clients, attending all client meetings and taking minutes.
- Briefing and updating counsel.
- Coordinating and scheduling with clients, barristers, opposing counsel, witnesses.
- Assisting in court preparation to include responsibility for preparing full briefs for counsel.
- Preparation of general correspondence and pleadings.
- Drafting letters of advice.
- Assessing and reviewing mortgage agreements during the course of legal proceedings.
- Meeting and liaising with Banks and receivers in order to obtain necessary documentation and discuss course of action in respect of each case.
- Insertion or amendment of specific clauses into mortgage agreements.
- Assisting in correspondences to obtain information, drafting responses, consolidating evidence.
- Utilisation of Practice Evolve data system.
- Responsibility for accurately entering and monitoring calendar and diary system.
- Opening new files.

Employer: Lemman Solicitors, Investment House, 34 Percy Place, Dublin.

Job Title: Intern, Litigation Department.

Duration: May 2018 - June 2018.

- Taking minutes on meetings and calls with clients.
- Correspondence with clients: email, letters, telephone.
- Arranging the execution of documents.
- Filing of various types of documentation in court.
- Compiled briefs for Court.
- Scheduling meetings for members of the department with clients, allocating meeting rooms, sending notifications to all parties.
- Arranged courier and postage of outgoing packages and registered and sorted incoming mail.
- Created and reviewed Prezi powerpoint presentations to be shown before the Law Society.
- Maintenance of File Database.

Employer: Staycity Serviced Apartments, 42-76 Saint Augustine Street, Dublin 8

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Job Title: Receptionist

Duration: July 2015 - April 2018

- Front of house responsibilities, checking in guests and attending to their needs to ensure a superb customer service experience.
- Building a good rapport with all guests and resolve any complaints/issues quickly to maintain high quality customer service.
- Responsible for accurate and efficient accounts and guest billing processes.
- Undertaking general office duties, including correspondence, emails, filing and switchboard, to ensure the smooth running of the reception area.
- Administering all routes of reservations (e.g. online, phone) to ensure that room bookings are made and recorded accurately.
- Reporting any maintenance, breakage or cleanliness issues to the relevant manager.
- Undertaking all training as required (e.g. first aid, health and safety, customer service).
- Monitoring the overbooking on Opera in 3 locations across Dublin during shift.

Employer: COHO Housing Services Society and CHFBC, Vancouver, Canada

Job Title: Receptionist and Data Base Management

Duration: June 2017-August 2017

- Front of office responsibilities, attending to all clients prior to meetings offering refreshments.
- Scheduling meetings for each department in both companies in a number of board rooms, sending notifications to relevant members of staff.
- Answering phones and using the switch board to transfer calls to the relevant member of staff.
- Utilisation of Salesforce system, to register and update housing co-operative information
- Arranged courier and postage of outgoing packages and registered and sorted incoming mail.
- Confirmed staff sign in, holidays and sick days and sent the information to the manager each day.

Employer: BAAM Cosmetics, Dublin

Job Title: Sales Assistant at Irish Beauty Show, RDS

Duration: February 2016 - (intermittent exhibitions)

- Arranging the layout and set up of stall for exhibition.
- Promoting and selling mini manicure products.
- Providing samples to the customers, showing them how the product works and the effectiveness.
- Ensuring stock levels are well maintained.
- Providing product detailing, prices and availability to customers.

Employer: Meditec Medical Ltd., Dublin

Job Title: Secretary

Duration: June 2014-September 2014

- Worked on reception dealing with customer enquiries, taking orders and general customer service.
- In charge of checking delivery dockets and inputting the data into computer system.
- Generated invoices with the use of Taz Books and posted to customers.
- Participated in stock control.
- Organised the dispatch of deliveries to drivers and arranged delivery times with customers.

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Education:

- **University:** Trinity College Dublin
 - **Completed:** Masters in International and European Business Law Studies (LLM)
 - **Graduation:** November 2019
 - **University:** Maynooth University, Co. Kildare
 - **Completed:** Bachelors of Law and Business (BCL)
 - **Graduated:** September 2018
 - **Secondary School:** Loreto College, St. Stephen's Green, Dublin 2
 - **Graduated:** May 2015
 - **Completed Leaving Certificate:** June 2015
 - **National School:** Scoil Eoin Phoil, Green Lane, Leixlip, Co. Kildare (2001-2009)
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Skills:

- Strong communication and interpersonal skills acquired both as a captain of sport teams and through the development of customer service skills in each of my previous jobs as I experienced regular interaction with the public.
 - I developed my ability to work in a team and show leadership skills through my experience volunteering in Kolkata and whilst being a team manager in the stadium I worked at.
 - A capability to prioritise a broad range of responsibilities, working under pressure to consistently meet deadlines through all work experience primarily in high intensity situations involving guests in the hotel I worked in and the tasks I had to complete for two companies simultaneously as a receptionist and data inputter.
 - A proactive team player, able to work on own initiative, requiring minimal supervision developing personal skills such as the completion of piano and singing grades and subsequently through work experience.
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Achievements:

- Completed a course affiliated with the University of Yale "An Introduction to Financial Markets".
- Received a First Class Hons in LLM Thesis titled: "Is it the validity of a disclosure or the motivation behind it that matters? – An assessment of section 5(7) of The Protected Disclosures Act 2014?"
- Vice President of the Saint Vincent de Paul Society at Maynooth University from 2017-2018.
- Completed 6 grades of singing and 7 grades of piano with The Royal Irish Academy of Music.
- Completed all 8 grades of Speech and Drama with the Royal Irish Academy of Music.
- Was one of twenty applicants chosen to part take in the Kolkata Immersion Experience 2014.
- Captain of Loreto Division A Basketball Team 2014, 2013, 2011.