| Ronan Quinn | **085 757 3603**  **ronanocoinne@gmail.com** |
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| EXPERIENCEEversheds Sutherland, Dublin — *E-Billing Controller*July 2019 - PRESENT I lead the E-billing work within the Finance department for Eversheds Sutherland Ireland  •Project management  •Preparing financial reports.  •Analyzing financial data  • Provide support throughout firm and managing the delivery of issue resolution and LEDES  billing formats  • Working closely with colleagues within the billing and compliance teams to ensure bills are produced  accurately and efficiently  • Assist in the training and development of other team members  •File and data conversion  • Providing assistance to fee earners, as and when required, with complicated bills and client accounts  • Maintain profile for each electronic billing vendor being utilized, including policies and contact information  • Experienced with systems such as 3E, Serengeti/ Legal Tracker, Coupa, Legal Tracker, Collaborati, Billing Point, SalesForce, Tungsten, Taulia, Busylamp, Collaboration PriceWaterHouseCoopers, Dublin — *Billing & Finance Specialist*December 2017 - July 2019 • Leading Billing projects within the Firm  • Providing support throughout the Firm around invoicing  • Analysis of WIP and AR metrics.  • Assisting with VAT queries  • Resolving queries both internally and externally around invoicing metrics  • Providing training on billing systems and projects.  • Reports to management on cash position, work in progress status and targets.  • Dedicated to achieving weekly/monthly targets.  • Collaborating effectively with engagement teams to resolve any client issues / queries.  • Allocating daily payments accordingly through firms banking system VUS, Ho Chi Minh City — *English Teacher*December 2016- June 2017 English Teacher at Vietnam's premier language centre. Creating and teaching lesson plans for students.  Responsible for creating a productive learning environment for young, teenage and adult learners.  Reporting on progress of students and conducting examinations SSE Airtricity, Dublin — *Complaints & Closed Loop Supervisor* September 2015 - September 2016 Responsible for dealing with negative experiences customers have had.  Closing off customer complaints in a quick and amicable manner. Supporting the 100+ agents in the customer service team. Creating reports based on collected data for senior management. Ensuring that the retail area of the company was adhering to all regulatory guidelines and Data protection procedures. SSE Airtricity, Dublin — *Home & Business Moves Advisor* June 2014 - September 2015 • Dealing with customer queries in a friendly and professional manner.  • Being a positive representative for SSE Airtricity.  • Member of the Team piloting the new Home and Business Moves through new sales and customer retention.  • Involved with the mentoring and training of new SSE staff.  • Delivering projects to boost team sales and NPS EDUCATIONThe Honorable Society of King’s Inns, Dublin — *Diploma in Legal Studies : Grade 2:2*September 2018 - May 2020 Criminal Law, Contract Law, Land Law, Tort Law, Administrative Law, Constitutional Law, EU Law, Equity Law, Human Rights Law, Company Law, Jurisprudence, Law of Evidence Law Society of Ireland, Dublin — *FE-1 Examination*March 2021 EU Law  Tort Law University College Dublin, Dublin — *BA in Politics with Economics : Grade 2:2*September 2009 - May 2014Templeogue College, Dublin — *Leaving Certificate : 400 points*June 2009 | SKILLS  * Microsoft Office. * Project Management. * People Management * Communication * Problem Solving * Teamwork. * Training & Teaching  AWARDS **CPR & AED**  **UCD SPORTS AWARD RECIPIENT**  2011, 2012, 2013 & 2014.  **Fencing Intervarsity Team Champion** 2012, 2013 & 2014  **National Fencing Team Champion** 2011  **UCD Fencing Club President** 2011 -2012 |

English - Higher - B

Irish - Ordinary - B

Maths - Ordinary - B

History - Higher - B

German - Higher - C

Business - Higher - B

Classical Studies - Higher - C

Biology - Higher -C