

### Summary

- eDiscovery experience in one of the top law firms in Ireland, A&L Goodbody (“ALG”), managing tight deadlines and efficient delivery of client mandates.
- In House legal experience in a fast-paced, rapidly expanding, global Fintech organisation – ION Group (“ION”).
- 1.5 years' experience as a Senior Analyst with ION in their legal department reporting directly to the Group General Counsel.
- Honours BCL from University College Dublin, 535 Leaving Certificate points.
- Extensive commercial and employment agreements experience - reviewing, drafting and amending.
- Experience arranging execution of agreements and circulation of counterparts.
- Document management system - both server and cloud based.
- Experience liaising with counsel in relation to contracts in particular, and other general relevant legal queries as they arise.
- Strong IT skills (RelativityOne, Nextpoint, Bundledocs, Community Lawyer, Microsoft Suite, Adobe Acrobat Pro)
- Strong team player, positive, adaptable and solutions focused.

### Education and qualifications

<b>Professional:</b>	The Law Society of Ireland <i>In the process of completing the FE-1 examinations, 7 passed, with 1 remaining.</i>	2019 – present
<b>University:</b>	University College Dublin - Ireland <i>Bachelor of Civil Law, with a minor in Philosophy – 2.1, Upper Second-Class Honours – 3.38 overall GPA.</i>	2014 - 2018
	Charles University (Erasmus) – Czech Republic	
<b>Secondary:</b>	Bush Post Primary School <i>535 points in the Leaving Certificate.</i>	2008 – 2014

### Employment History

#### Legal Review Analyst, Data Projects Group, A&L Goodbody (23 March 2020 – present)

- Extensive use of eDiscovery software, primarily RelativityOne, for a myriad of client requirements including requests for information, discovery, data subject access requests, investigations, litigation etc.
- Preparing ebrieffs for fee-earners using Bundledocs software.
- Substantial experience redacting numerous types of information including: personal, client, commercially sensitive, and legally privileged, using a variety of platforms including RelativityOne, Microsoft word and excel, and Adobe.

- Building an app for one of ALG's pro-bono clients as part of a data capturing automation project using the Community Lawyer platform.
- Creating Powerpoint presentations for internal meetings and other ad-hoc operations management tasks such as maintenance of team specific excels (action logs, project status dashboards etc.).

Senior Legal Analyst, ION Group (20 August 2018 – 20 March 2020)

- Legal research, primarily on employment issues across numerous jurisdictions and global mobility.
- Creating issues lists for sponsorship and license agreements for counsel's review.
- Sourcing and gathering evidence required for court proceedings in both the US and UK.
- Responsible for reviewing, drafting and amending commercial and employment agreements including: NDAs, contracts of employment, compromise agreements, terms of business, licence agreements, sponsorship agreements.
- Liaising with external counsel, ACAs, European Works Councils, the WRC and other government bodies in relation to employment matters.
- Creating process documents for regional HR teams and new recruits in the Legal department.
- Managing and co-ordinating group-wide employee related projects including reductions in force and mass transfers of employment to different entities.

Sales Associate, GAP (15 August 2017 – 29 May 2018)

Customer Service Advisor, Teleperformance UK (1 December 2014 – 4 February 2017)

**Other positions**

- Speaker's convenor of UCD's Philosophy Society (2017 – 2018).
- Swim teacher with Louth Water Safety (2012 – 2014).

**Achievements**

- Certified pool lifeguard (Level 2) with Irish Water Safety.
- Completed the European Computer Driving Licence course.
- Awarded the Pope John Paul II Gold Medal award for contributions to the local community.

**Skills and Qualities**

- Clean driver's licence.
- Adobe Pro Acrobat, Microsoft Suite (Word, Powerpoint, Excel), Nextpoint, RelativityOne, Community Lawyer and Bundledocs.
- Excellent organisational and time management skills; ability to meet strict deadlines.

**References available upon request.**

