**Ruth O’Hanlon** [**ruth.ohanlon.196@gmail.com**](mailto:ruth.ohanlon.196@gmail.com)

**0833780902**

**Summary**

* HRTech industry experience with Indeed, the world’s number one jobsite.
* 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”), 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 and other stakeholders, e.g. Sales,  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)

**Education and qualifications**

**Professional:** The Law Society of Ireland 2019 – 2020

* All 8 FE-1 examinations complete.

**University:** University College Dublin - Ireland 2014 - 2018

* Bachelor of Civil Law, with a minor in Philosophy – 2.1,
* Upper Second-Class Honours – 3.38 overall GPA.
* Charles University (Erasmus) – Czech Republic

**Secondary:** Bush Post Primary School 2008 – 2014

* 535 points in the Leaving Certificate.

**Employment History**

Legal Contracts Analyst, Indeed Ireland Operations Ltd (1 March 2021 - present)

* Conduct initial review of client contract and redline to Terms of Services. Particular focus on risk stemming from contract language and on accommodations required for the operation of Indeed’s services.
* Support in-house counsel with ad hoc legal research and projects.
* Stakeholder management and rapport building; particular focus on International Sales and Billing team
* Creation of team and stakeholder resource to improve efficiency and processes.
* Coordinating tasks with other departments and acting as a point of contact for internal teams.
* Managing all queries our team receives and allocating them to team members based on expertise and capacity

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 mandates, e.g. requests for information, discovery, DSARs and investigations.
* Preparing ebriefs for fee-earners using Bundledocs software.
* Substantial experience redacting numerous types of information including: PII, commercially sensitive and legally privileged, using a variety of platforms.
* 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.).

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

* Responsible for reviewing, drafting and amending a myriad of commercial and employment agreements including: NDAs, terms of business, and licence agreements.
* Liaising with external counsel, ACAs, European Works Councils, the WRC and other government bodies in relation to employment matters.
* Managing and co-ordinating group-wide employee related projects including reductions in force and mass transfers of employment to different entities.
* Research on employment issues across numerous jurisdictions and global mobility.
* Sourcing and gathering evidence required for court proceedings in both the US and UK.

**Other positions**

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

**Skills and Qualities**

* Clean driver’s licence.
* Adobe Pro Acrobat, Microsoft Suite (Word, Powerpoint, Excel), Nextpoint, RelativityOne, Community Lawyer and Bundledocs.

**References available upon request.**