

SEAN CORCORAN

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Professional Summary

A recognition of the growing importance of computational literacy motivated me to return to study a Higher Diploma in Science in Computing which I have recently completed. Extensive compliance and governance experience in the corporate and non-profit contexts. Strong academic background with a BCL (Hons) Degree and a LL.M. in Information Technology and Intellectual Property Law.

Work History

Governance Officer, 08/2023 to Current

University College Cork – Cork

- Handled administrative requirements, maintained records and submitted operational reports.
- Ensure compliance with legal, statutory, and regulatory requirements applicable to the education sector in Ireland.
- Interpret and apply relevant legislation, ensuring all university operations remain compliant.
- Provide expert advice and support to boards, committees, and other decision-making bodies within the university regarding governance matters.
- Ensure the effective functioning of the governing bodies by organizing meetings, preparing agendas, and maintaining accurate minutes.

Governance and Compliance Manager, 07/2021 to 09/2022

World Vision Ireland – Dublin, Ireland

- Ensured entire Organisation remained compliant with Irish and EU law
- Created and maintained risk register to track and address potential threats to Organisation
- Acted as main point of contact to non-executive Board of Directors
- Ensured smooth running and adherence to organisation constitution during quarterly Board meetings
- Ensured Organisational compliance with GDPR and carried out Data protection impact assessments when needed
- Established and executed governance implementation roadmap.
- Defined performance indicators and quality metrics to maintain compliance with governing policies, standards and adoption requirements.
- Built cross-functional relationships to support organizational change.

Legal Consultant, 01/2020 to 07/2021

Procorre UK

- Answered both existing and prospective customers legal queries relating to internal partnership structure
- Liaised with marketing department in production of promotional material
- Ensured company compliance with employment law

- Identified risks in business to business contracts
- Communicated data protection principles to all levels of business
- Responded to subject access, deletion and alterations requests
- Maintained comprehensive and up-to-date knowledge of both English and European data protection
- Reviewed corporate contracts with third parties, identifying data protection risks and drafting changes when necessary
- Drafted responses for regulatory authorities

Compliance Executive, 02/2019 to 01/2020

Procorre UK

- Ensured adherence to contractual agreements to guarantee company compliance obligations to historical associates
- Developed up-to-date knowledge of limited liability partnership and limited liability company structures
- Answered queries via phone and over email, often responding to 100s of questions per day requiring wide ranging knowledge of English tax law
- Maintained smooth operations through effective filing and record keeping
- Developed highly successful company service relating to IR35

Election/Referendum Coordinator , 09/2018 to 11/2018

FitzGerald Solicitors

- Collaborated with project owners and team members to set challenging but realistic goals.
- Gathered and disseminated project materials at key points.
- Maintained project schedules by managing timelines and making proactive adjustments.

Sales Adviser, 01/2017 to 07/2017

Abtran LTD

- Consistently hit and exceeded sales goals by 20%.

Cashier, 05/2016 to 12/2016

Westside Service Station

Floor Worker, 05/2013 to 04/2016

Hebre Packaging

Education

Higher Diploma in Computing: Computing, 09/2023

Atlantic Technological University (grade 2.1) - Donegal

L.L.M. (grade 2.1): Information Technology and Intellectual Property Law, 2018

Trinity College Dublin - County Dublin

Dissertation: A Comparative Study of the Data Privacy and Data Security Laws Pertaining to Self-Driving Vehicles in the European Union and the United States of America

BCL Law (grade 2.1): Law, 2016

University College Cork - County Cork

Leaving Certificate (490 points): 2013

Coláiste an Spioraid Naoimh

Achievements

- Enacted a successful system of governance in World Vision Ireland and appointed Company Secretary after 6 months.
- Successfully designed an IR35 compliance pack which evaluated the probability of a business to business contract falling within the remit of IR35 tax legislation. while working for Procorre.
- Offered a promotion to Procorre's headquarters after six months.
- Graduated 13 out of a class of 56 students in my undergraduate degree.

Skills

- Legal analysis
- Analyzing documentation
- Reviewing literature Conflict resolution
- Communication skills
- Problem solving
- Excellent written and verbal communication
- Efficient researcher

References

References available on request