

CURRICULUM VITAE

Personal Details

Name: Senan Ross

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Education

- NUI, Galway
- Bachelor of Civil Law with French - 2:1 Honours Degree (67%)
 - Diploma in Legal Irish

Mercy Secondary School, Mounthawk, Tralee, Co Kerry - Graduated 2013 - 480 Leaving Certificate points.

Work Experience

Position: Legal Review Analyst

Employer: A&L Goodbody

Date: June 2019 – July 2019

Responsibilities:

- Liaised extensively with litigation partners and senior management to create detailed project timelines and set internal deadlines for production of documents to the client.
- Monitored the progress of multiple workstreams and produced progress reports to partners and senior management.
- Communicated with various sub-teams of analysts to ensure all internal deadlines were met while standards were kept extremely high.
- Responsible for quality control of workstreams of multiple sub-teams.
- Assisted associates in drafting guidance documents for future Legal Review Analysts and Paralegals.
- Was directly chosen by associates to carry out a reconciliation exercise due to my prior high-quality work product.

Position: Intern (Investment Funds)

Employer: Pinsent Masons

Date: June 2019 – July 2019

Responsibilities:

- Drafted legal and regulatory updates for inclusion in the fortnightly funds bulletin which was circulated to clients. Content was included as drafted with no major amendments.
- Completed Section 2 Central Bank of Ireland fund application forms with respect to multiple types of fund vehicles.
- Completed multiple forms relating to ancillary agreements prior to setting up of a fund.
- Drafted written resolutions with respect to post incorporation amendments of fund documentation.
- Was chosen from other interns to present a technical overview of the forthcoming Investment Limited Partnership legislation at Funds team meeting.
- Assisted with preparation of draft minutes and board packs for quarterly board meeting of a major client.

Position: Paralegal

Employer: Arthur Cox

Date: Dec 2017 – May 2019

Responsibilities:

- Working as part of the Legal Technology and Innovation Services Department on multiple e-Discovery projects.

- Nominated Team Leader of a sub-team of paralegals assisting in a large discovery project for the Environmental department.
- Monitoring progress of sub-teams to ensure discovery targets and standards were met and preparing partner reports on progress and matter status.
- Training new paralegals on e-Discovery platforms and assigning batches of documents to junior members of my review team.
- Given sole responsibility for the review of technical French-language documents and updating associates on their relevance to our review.
- Analysing a high volume of documents, determining their relevance, and operating e-Discovery systems, including Clearwell and Relativity.
- Scheduling and preparing books, chronologies and spreadsheets of relevant documentation, correspondence and financial data.
- Completing review of audio data from major financial institutions and drafting clear, concise reports on the content thereof.
- Completing general corporate legal tasks, including taking minutes, preparing initial draft documents for review by associates.

Achievements and Interests

- I completed and passed 6 of my FE-1 Examinations: Contract Law, Criminal Law, Property Law and Equity. I will sit my final 2 exams in October 2019.
- I received 1st Class Honours results in 6/9 of my final year results in NUI, Galway.
- I was an extremely active member of the NUIG Law Society and was successful in restarting the NUIG Law Review.
- Throughout university I have volunteered on the Cancer Society Committee and have organised multiple fundraising events including a very successful Charity Boxing Event that raised over €10,000.
- I have volunteered with a US-based Center for Capital Representation in conjunction with a not for profit legal agency to help provide US-based public defenders representing death-row inmates with extra resources required by the defence teams.
- I received an academic merit award for achieving 2nd place in my class in Tort Law.
- I have volunteered as Summer Camp Co-ordinator in my local GAA club and through devised advertisement drives which I initiated, I have worked to increase our attendance numbers by 75% over the last two years.
- I play football and soccer and I have previously been a part of Kerry development squads for both sports. I also love adventure sports and surf, hill-walk and shoot as often as I can.
- I have a strong interest in current affairs, international relations and history. I love reading and have a particular interest in WWII.

Skills and Abilities

- I am an highly efficient and hardworking person, experienced in prioritising tasks and capable of managing a heavy workload.
- I am a strong team player with good communication and interpersonal skills.
- My experience drafting legal documents has honed my strong attention to detail.
- I like to take initiative and work independently, undertook the role of researcher and contributor to the NUIG Law Review, which gave me an opportunity to develop these skills.
- I have strong IT skills and am proficient in the use of Microsoft Office, as well as various legal practice management systems as well as e-Discovery tools Clearwell and Relativity.
- I have experience in a variety of challenging environments, am a quick learner and always seek to excel under pressure.
- I am proficient in Irish and French and have obtained level C1 in both (CEFR Advanced).