



PROFILE

Solutions-driven legal professional with solid track record of experience to compliment a Masters Degree in Law, Technology and Governance along with a degree in Corporate Law. Highly motivated and determined person who works best as part of a team but who can also operate efficiently as an individual when needed. Creative problem-solver who excels at conflict resolution, as well as creating positive solutions, identifying efficient methods to correct situations, and following through to implementation.



EXPERIENCE

ION Trading Ireland Limited | Dublin | March 2014 - Present

Commercial Legal Analyst (Current Role)

- Drafting and negotiating mutual and unilateral NDAs, license agreements, supplier agreements, services agreements, consultancy agreements, third party agreements for prospective clients and suppliers.
- Discovery and case file preparation for large scale, international commercial disputes using NextPoint.
- Managing customer contract terminations and disputes by way of detailed escalations to senior management and drafting of settlement agreements.
- Due diligence and acquisition onboarding projects.
- Case preparation for and attendance at arbitration hearings (LCIA, AAA, JAMS).
- Company Secretarial (Irish and international) duties including; filing annual returns, filing special resolutions, appointing directors, drafting of board minutes.

Employment Legal Analyst

- Drafting NDAs, drafting contracts of employment, dealing with disciplinary issues and reviewing company policies such as IT usage policy, access policies and email policies.
- Managing and effecting global redundancy initiatives.
- Process mapping for various team activities including; multi-jurisdictional redundancies, international visa application processes for senior executives, data protection obligations to international employees, global hiring process.
- Documentation and case preparation for the Workplace Relations Commission.
- Development of multi-country Paid Time Off regulation information database to feed group employee management platform.

Contract Management & Sales

- Evaluated and engaged in contractual negotiations with existing and new customers
- Drafted technology and vendor service contract agreements.
- Worked closely with executive level management such as the Global Head of Sales and Marketing and CEOs of the divisional companies within the ION Group, enabling them to close business with new and existing customers.
- In charge of drafting RFP response packages, working with lawyers and executive-level sales staff where necessary.
- Conducted reviews on all existing customer contracts and used sales opportunities to introduce our group standard contractual terms and conditions to legacy customer agreements, in turn aligning and standardizing legacy customers.
- Developed license and service pricing models for new and existing customers, leading to greater efficiency in closing sales, and reductions in contract negotiations.

Revenue Collections & Reporting

- Planned and evaluated Revenue Flow Reporting & Analysis, resulting in more accurate cash-flow forecast on a per Quarter basis.
- Responsible for managing debtors and providing weekly debtor status reports to executive management.
- Negotiated and dealt with complex contractual disputes that were vital to resolve due to them holding up the release of long outstanding debt and contract termination disputes.
- Worked side by side with team of in house lawyers to manage and resolve these disputes.
- Implemented Lean methodology to cash collection and reporting processes, procedures that have been adopted and are now used company-wide.



EDUCATION

Masters Degree in Law, Technology and Governance

September 2012 – August 2013

National University of Ireland Galway - 2013

Modules Included:

- Communication Law
- Internet Torts
- Internet Regulation & Governance
- Thesis Topic: 'Privacy Invasion or Legitimate Monitoring: Striking a Balance in the Use of Communication Technologies in the Workplace'

Bachelor Degree in Corporate Law

September 2009 – May 2012

National University of Ireland Galway - 2012

Modules Included:

- Intellectual Property Law
- Employment Relations
- Labour Law
- Commercial Law
- Contract Law
- European Union Law
- Legal & Business Ethics

Skills

- Excellent legal analysis and research skills
- Well organized and able to manage numerous projects simultaneously under deadline pressure
- Negotiations / Conflict Resolution
- Relationship Building
- Communication and cross-team collaboration

Interests

- **Running:** Ran the Dublin City Rock N Roll half marathon in August 2017 and numerous shorter distance races throughout the year.
- **Travelling:** Spent the summer of 2012 in Ocean City, Maryland, USA working in restaurants and beach clubs. Travelled to various cities and sites along the east coast of the U.S. Rented a camper van in June/July 2016 to follow the Irish football team at the Euro 2016 Championships. Travelled to Thailand in July 2017.
- **Socialising:** On the ION Dublin Sports & Social Committee. Manage an office 7-a-side football team.

References

- Available upon request