* Negotiating client engagement letters and Master Service Agreements for various service divisions of the business including tax, legal services, audit, advisory among others;
* Preparing in-depth contract reviews for state/semi-state tender submissions.
* Negotiating assumption-of-responsibility and hold-harmless letters for high value transactions.
* Reviewing supplier agreements for the firm including leases, software licence agreements and service agreements.
* Assisting in the implementation of a new template management system for use by all client facing staff.
* Delegating work to junior team members and reviewing their output.

KPMG | Dublin | June 2018 - Present

**Commercial Contract Specialist (Senior): June 2018 - Present**

ION Trading Ireland Limited | Dublin | March 2014 - Present

**Commercial Legal Executive: October 2016 - Present**

* Drafting and negotiating mutual and unilateral NDAs, licence agreements, supplier agreements, services agreements, consultancy agreements, third party agreements for prospective clients and suppliers for the group as a whole.
* 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.
* Introducing and consistently meeting SLAs for the issuance of new agreements and the turnover of responses to customer redlines.

**Employment Legal Executive: November 2015 – October 2016**

* 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.

Currently working as a Commercial Contract Specialist in KPMG Ireland with good negotiation experience in commercial contracts, NDAs, RFPs, termination disputes and general contract management.

Academic background in law with a Bachelor’s Degree in Corporate Law and an LLM in Law, Technology & Governance. Completed all eight FE1s as of March 2018

EXPERIENCE

087-9486112

shane.higgins@outlook.com

54 Meadow Grove, Churchtown, Dublin 16

087-9486112

shane.higgins@outlook.com

Olivemount Villa, Olivemount Road, Dundrum, Dublin

**https://ie.linkedin.com/in/shane-higgins-02766885**

**SHANE HIGGINS**

PROFILE

**SHANE HIGGINS**

**Contract Management & Sales [*Second Rotation in ION Graduate Programme*]: January 2015 – November 2015**

* 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.
* Responsible for 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 [*First Rotation in ION Graduate Programme]*: March 2014 – January 2015**

* 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.

Shane Higgins  087-9486112  shane.higgins@outlook.com  54 Meadow Grove, Churchtown, Dublin 16

EDUCATION

* Available upon request
* **Running**: Ran the Sligo Warriors Run in August 2018 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.
* **Social/Sports**: Previously a member of the ION Dublin Sports & Social Committee. Organise a social 5-a-side football team. Played Tag Rugby for ION Dublin team.

Interests

References

LLM in Law, Technology and Governance (2:1)

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’

Law Society of Ireland

March 2017 – Present

**FE1 Examinations**

* Law of Equity – March 2017 – 51%
* Property Law – March 2017 – 61%
* Criminal Law – March 2017 – 51%
* Law of Contract – October 2017 – 59%
* EU Law – October 2017 – 52%
* Company Law – March 2018 – 52%
* Constitutional Law – March 2018 – 50%
* Law of Tort – March 2018 – 53%

Leaving Certificate

June 2009 – 495 Points

**Summerhill College Sligo**

* History – Higher – A1
* English – Higher – A2
* French – Higher – B1
* Geography – Higher – B1
* Physics – Higher – C1
* Irish – Higher – C2
* Maths – Ordinary – B1

**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

Bachelor Degree in Corporate Law (2:1) September 2009 – May 2012