**Stefan Nolan**

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**Education**

2016 – 2017 University College Cork LLM in International Human Rights Law & Public Policy (grade: 2.1 - 68% average)

2009 – 2013 University of Limerick LLB in Law and Psychology (grade: 2.2)

2003 – 2009 Presentation College Cork Scholarship Student; Leaving Certificate (455 points);

**Legal Work Experience:**

Feb 2018 – Present Novartis Ireland Ltd. Legal & Contracts Associate

Duties:

* Providing legal and project management support on global clinical studies including co-managing the negotiation of various styles of agreements across Europe with a senior solicitor for the commercial launch phase.
* Reviewing and responding to redlines and issues/queries during negotiations.
* Drafting and quality checking execution-ready agreements (including technical and dual language agreements) for which scrupulous attention to detail is needed.
* Ensuring professional levels of communications are maintained with senior legal, technical, operational and commercial stakeholders (our clients) in a number of different countries.
* Tracking progress of contract negotiations on multiple large scale projects concurrently.
* Ensuring optimal organisation when managing a large number of documents and ensuring deadlines are met in the context of a legal services team.
* Leading and presenting progress to key stakeholders on large conference calls (often above twenty).
* Additionally: providing *ad-hoc* legal support as required; improving and implementing internal processes; convening regular internal meetings and taking detailed minutes and actions.

June – July 2017 Chief Justice’s Summer Internship Programme Intern

Duties:

* Shadowing the Hon. Mr. Justice David Keane in High Court who presides over chancery and asylum lists.
* Conducting research on issues relating to pending judgments before the High Court.
* Proof reading judgments, ensuring there were no grammatical errors or incorrectly sourced quotes/citations.
* Attending court proceedings on both chancery and asylum lists.
* Keeping detailed notes on proceedings and discussing them at length with Judge Keane in his chambers.
* Completing required other *adhoc* case-related task.

**Office Work Experience:**

Nov 2013 – Sept 2015 Laya Healthcare (Little Island, Cork) Private Medical Insurance Advisor

Duties:

* Drafting letters for customers including letters to be used in court/mediation proceedings (generally during family disputes).
* Meeting strict deadlines and monthly targets including retention of customers by maintaining a strong rapport with and ensuring a pleasant experience was provided overall.
* To be highly punctual and well organised in order to maintain the company’s high level of professionalism.

**Other Work Experience:**

Sep 2016 – Dec 17 Soho (Grand Parade, Cork) Bar Supervisor

Dec 2015 – Jul 2016 Hawaii Education (Saigon, Vietnam) English Language Teacher

Sep 2011 – Jan 2012 Allianz plc (Blackrock, Dublin) Intern

June 2013 – July 2013 Michael Powell Solicitors Intern

**Charity Work:**

2018 Gather to Give (Novartis) Partook in corporate social responsibility days.

2017 Workers Beer Company Worked at Longitude Music festival for which my

 wages went to children in Calcutta.

2012 – 2013 UL Students Union Co-organised R&G fundraising for the ULSU.

2011 UL Law Society Co-organised Charity Law Ball.

2008 - 2009 S.H.A.R.E 24 hour fasts for Cork based charity.

**Personal Achievements:**

* Winner of a Desperados (subsidiary of Heineken) all-Ireland marketing competition.
* Winner of the 2016 Annual Sakharov Debate in UCC.
* All-Ireland gold medallist in relay swimming team for Sundays Well Swimming Club.
* Awarded 1:1 for articles written at both undergraduate and postgraduate.
* Moot Trial Winner in the 2012 UL Annual Tort Law Moot Competition.
* Chosen as one of two students to represent UCC in the Chief Justice’s Summer Intern Programme.

## Competencies:

**Teamwork:**

* Working as part of a global team to achieve common aims in Novartis which recently included travelling to India for a ‘High Performance Team Meeting’ at which I presented to a group of above one hundred.
* Collaborated with different departments to solve technical issues related to health insurance policies at Laya.
* Achieved 1.1 grades at university in group projects.
* Played team sports including rugby, water polo & soccer.

**Communication:**

* Developed professional levels of communication including prioritisation of emails, calls and meetings at Novartis.
* Won debates and moot competitions with UL and UCC’s law/debating societies.
* Created lesson plans and taught English to primary school classes of forty plus children in Vietnam.
* Presented research findings to partners in Michael Powell solicitors and more recently to Judge David Keane.
* Engaged with customers and banks by email, phone and in person at Laya Healthcare and Allianz.

**Leadership:**

* Developed training materials and taught new joiners to the Novartis Ireland legal team.
* Project leader in our UL Final Year Project on the civil asset forfeiture for which we received a 1:1.
* Bar supervisor at a busy bar and restaurant (Soho).
* Former club captain of Sundays Well Swimming Club - supervised teams of twenty and above while at various competitions including ones in Wales and Italy.

**Additional Information:**

**Computer Skills:**

* European Computers Driving Licence (ECDL) holder.
* Typing speed: 55 wpm.
* Proficient at Microsoft Office Applications: I use these daily, most notably Excel which I use to track over 70 contract negotiations for one particular project globally. The metrics/stats from this are viewed by Novartis’ CEO regularly (in a company of over 120,000 people) which have been well-received.

**Hobbies/Interests:**

* Weight Training.
* Competitively swimming for Sundays Well Swimming Club – former intervarsity swimmer in UL.
* Cycling.
* Reading and keeping up to date with current affairs – both nationally and globally.
* Casual Interests: Hiking; Rugby and Soccer Supporter (former player for club and school).

# Referees:

Prof Siobhán Mullally Kathryn Matthews

Established Professor of Law, NUIG Head of Legal, Novartis Ireland Ltd.

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Reference letters on request by the Hon. Mr. Justice David Keane, Kathryn Matthews & Professor Dermot Walsh.