

S T E P H E N D O U G L A S

Languages English and French

EXPERIENCE

October 2005 -

Mary Upton, T.D.

Parliamentary and Policy Adviser

- Assist front-bench spokesperson on agriculture and food to fulfill her duties as a public representative. Draft Dáil speeches, press releases, Parliamentary and Council Questions, and follow-up on the responses they elicit. Develop detailed proposals for specific legislative changes. Attend Dublin City Council meetings, and note proceedings. Write localised newsletters and constituency-wide leaflets. Handle issue-based, non-standard constituents' queries. Analyse and draft legal opinions on major and domestic planning applications. Update web-site. Drafted party policy on agriculture, food and food poverty. Member of interdepartmental Climate Change and 2007 Election Manifesto groups. Help with election preparations.

July 2005

Mary Upton, T.D.

Public Policy Analyst

- Analysed and condensed material for Labour Party policy document on agriculture.

April - June 2005

Ciarán Cuffe, T.D.

Dáil Aide

- Researched and drafted: amendments to legislation (e.g. the Disability Bill, 2004); press releases; Parliamentary Questions; Dáil speeches. Provided dossiers for Green Party leader for Leaders' Questions in the areas of Justice, Equality and Law Reform (e.g. on the Morris Tribunal). Attended parliamentary party planning meetings. Carried out ward-by-ward analysis of constituency electoral data. Handled constituents' queries.

Dec. 2001 - Dec. 2004

Various, London

Writer/Lecturer/Legal Adviser

- Wrote two books: a novel entitled *Playclothes* and *ReadingWriting*, which is about the writing and reading of novels. Lectured on aspects of E.U. to M.A. students at London University. Provided legal advice (e.g. on planning issues and to a residents' group seeking accountability of local authority's financial expenditure). Wrote book reviews and magazine articles (e.g. for 'Multiple Sclerosis News' and 'Straight No Chaser').

May - June 2004

BBC News, London

Researcher

- Planned and executed a six-question survey of 100 local authorities in England and Wales. Made approximately 300 follow-up telephone calls. Represented data on 8 column, 100 line Excel spreadsheet. Determined which conclusions data would support.

Nov. 2003 - May 2004

International Council on Social Welfare,

London

Policy and Legal Adviser

- Researched and wrote policy statements and speeches (e.g. policy statement on *Improving Public Sector Effectiveness* for the United Nations' Commission for Social Development). Researched a paper on *What's Wrong with the Millennium Development Goals?*). Drafted funding proposals for projects. Advised on acquisition of U.K. Charity status. Drafted legal documents for new constitution and 'company' structure.

April - Nov., 2001

Lawrence Graham Solicitors,

London

Legal Assistant, Telecommunications

- Ran legal aspects of up to thirty telecommunications-related property acquisitions simultaneously. Received instructions from clients. Planned the order of tasks such instructions demanded. Prepared draft contracts-of-sale and other legal documents. Negotiated said agreements with both client and 'other side'. Completed transactions. Registered transactions with the Court. Dealt with daily correspondence in person, in conference, by e-mail, over the telephone, by letter and fax for each of my files.

July, 2000 - April, 2001 (& July, 1999-Oct., 1999) **Olswang Solicitors, London**

Legal Assistant, Commercial Property

- Drafted and 'completed' different types of property-related legal agreements. Analysed legal documents to determine their compatibility with other associated legal documents. Organised property deeds' storage and database with several thousand entries. Noted partner meetings. Represented my department on firm-wide contracts' renegotiation committee. Translated documents: French-English and English-French.

February - September, 1998 **Fischbein, Badillo, Wagner, et al., New York**

Paralegal, Commercial Litigation

- Helped plan and execute collection, organisation and analysis of vast amounts of documentary material subpoenaed by the S.E.C., the New York Attorney General and the New York District Attorney, in connection with law suits arising from fraudulent stock exchange-related transactions involving tens-of-millions of dollars.

January - June, 1995 **Pestalozzi Childrens Trust, Asia**

Project Officer, India & Nepal

- Investigated and reported on the progress and feasibility of numerous current and prospective projects for human rights (education) charity. Travelled around remote parts of Nepal and India planning methods of identifying candidates for scholarships appropriate to local conditions. Drafted advice for trustees on strategies for administering large numbers of scholarships simultaneously.

June, 1994 - January, 1995 **Coutts & Co., London**

Head Portfolio Manager's Assistant

- Researched historical performance data on client investment portfolios. Represented findings using Excel. Attended investor presentations around the City of London, and briefed portfolio managers afterwards. Noted meetings with clients. Helped organise Coutts' Quarterly Investment Policy review meetings.

January - May, 1994 **Roger Godsiff M.P., London**

U.K. Member of Parliament's Researcher

- Fielded constituents' enquiries. Researched sensitive area of public health policy and assisted in drafting application to Commons' Select Committee on Health for inquiry into an area of potential medical malpractice. Conducted constituents and school-children on scripted tours around the Palace of Westminster.

EDUCATION

1998 - 2000 **Cambridge University (Trinity Hall)**

- **B.A. (& in 2005, an M.A.) in Law**

1996 - 1997 **Georgetown University**

- **Post-Graduate Exchange Scholar in Government**

1991 - 1996 **Dublin University**

- **B.A. in History and Political Science**

1990 - 1991 **Montpellier University**

- **Courses in French**

DISTINCTIONS

- Won ‘Best Written Pleadings’ in Europe-wide E.L.M.C. E.U. Law competition.
- Won Graduate Exchange Scholarship to Georgetown University; and a Hansard Scholarship to the London School of Economics and Political Science.
- Elected President of the European Youth Parliament; and
- Council Member, and Secretary of the University Philosophical Society.
- Winner of university and inter-varsity debating awards.