

CV of Andrew Mc Kenna

Personal profile

A hard working, motivated and determined international relations graduate from Dublin City University with a strong desire to succeed and to improve to the best of my abilities. My academics along with my sporting achievements and desires allows me to compete and perform at high levels across many different areas. In the past I have faced many challenging circumstances and problem solving situations and have developed the skills and motivation to deal with these situations and strive to grow and learn from them. I have a personality that allows me to communicate and operate with people very effectively and I enjoy working with people. I have experience of working in a multinational company that deals with purchasing orders on a global market, also have experience in the commercial business as I worked as a bar man for two years which gave me good customer service skills and also an insight into commercial business in the provision of goods and services. Also have legal experience in a busy commercial firm as a legal intern in Clerkin Lynch LLP. Looking to build new skills and knowledge and gain new experiences to launch my professional career. I am a FE1 candidate intending to have all 8 exams passed for the summer of 2024 with the aim of starting my professional practice course in September 2025.

Education

St Macartans college Monaghan

Leaving certificate 2013-2019

Subjects: History H3, Maths O5, Geography H2, Biology H5, English, H4, Irish H4, Economics H2

440 points

Undergraduate

Dublin City University:

BA in international relations 2019-2022

Final year modules:

Conflict resolution in Northern Ireland, Post Soviet politics, Unrecognised states in the international system, Digital international relations, Dissertation, Politics of the Middle east and North Africa, Issues in American politics, Issues in European integration Politics and foreign policy of China

Result Second class honours grade two 2:2 ranked 36th in class over the full course

Law Society of Ireland

FE1 candidate : 4 exams passed so far including: Criminal (62%), Property (55%), EU (52%), Tort (58%)

Skills

Teamwork: Work very effectively with people as my past experiences both professionally and in college has allowed me to work with people and co workers to achieve positive work relations and to complete assignments and work tasks.

Hard working: Will do what is necessary to achieve my goals and ambitions both professionally and personally as I am also an athlete who trains every day and competes at events internationally and regularly travels abroad to compete and to training camps.

Motivation: Very motivated to become the best of what I can be both professionally and personally.

Organisation and communication: Part of the DCU athletics team and committee for three years and had frequent communication with incoming first years about training times and also with the head of DCU athletics to organise and compete at different events.

Writing: My course in DCU was mostly assignment based which meant essays which improved my writing abilities and also my ability in organisation and research for these essays.

Perseverance: Competes and trains all year for my own goals and ambitions in athletics.

Professional history

Clerkin Lynch LLP

May 2nd 2023- Current occupation

Legal intern

Main role and responsibilities

- Assist the Solicitors in their day to day tasks
- Commercial and Banking side of law such as Share Purchase Agreements, Facility letters, Summary approval Procedure documents, Deeds of mortgage and Declaration of Solvency
- Responsible for drafting commercial and banking documents such as summary approval procedure documents and draft facility letters and term loans
- Assisting in litigation cases such as helping with witness statements and making sure all the relevant information is in the right areas and ready to be used, drafting letters, legal research with cases and memos, pleadings and court documents and also drafting board minutes
- Keeping clients up to date with new relevant legal updates from the firm
- Drafting legal updates.
- Scans and Filing
- Preparing documents and folders for court
- Liquidation process for ICAV and the winding up of companies and funds
- Shareholders and Directors resolutions

Combilift

May 2021-August 2022 part time

Main role and responsibilities

- Was based in the dispatch department of Combilift
- Dismantling of forklifts so they could go out for delivery safely
- Support for the day to day running of this section of dispatch
- Management of work and purchasing orders to ensure all of the necessary equipment was sent on the delivery
- Bookkeeping of relevant work orders to maintain an efficient system.

Bar man at the Hillgrove hotel leisure and spa Monaghan
August 2019-May 2021 part time

Main role and responsibilities

- Main role was the provision of services to guests and residents of the hotel at functions.
- Providing efficient and effective customer relations to maintain good customer relations for the business and provide a good experience for the customers.
- Business analysis in terms of stock taking of the goods that were sold by the bar and also counting the tills at the end of each function to make sure that the transactions and money received were balanced.

Legal intern at Paul Boyce and CO solicitors
June 2018-May 2019 part time

Main roles and responsibilities

- Supporting role for the solicitors that were working in the office.
- Helped in the filing and note keeping of different clients for these solicitors making sure all relevant documents and information were in the right file for each client.
- Assisted in court proceedings for the solicitors bringing the relevant information to the courts.

Interests

Athletics: This is my main interest as I compete and train at a very high level both nationally and internationally. Train in Dublin and also travel to training camps and altitude such as Kenya and I am a member of Monaghan Phoenix AC

Sports: Love most sports such as soccer,GAA and athletics

Law and Business: Have an interest in legal matters and global affairs both in business and public affairs and have a desire to get work professionally in these areas in the future.

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