

ION DANIEL MORES

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OBJECTIVE

Goal-oriented, diligent, and tenacious, MCL Master in Common Law and BSocSc (Hons) Social Policy and Sociology graduate looking to obtain a position at the 2024 Summer Internship Programme at Byrne Wallace.

EDUCATION

University College Dublin **Dublin, Ireland**
MCL Master in Common Law (GPA 2.71) (2:2) *Sep 2021 - Sep 2024 (Anticipated Graduation)*

University College Dublin **Dublin, Ireland**
BSocSc Social Policy and Sociology (GPA 3.28) (2:1) *Sep 2018 - Sep 2021*

WORK EXPERIENCE

Dillon & Co. Solicitors **Dublin, Ireland**
Legal Assistant *Jul 2022 – Sep 2022*

- Drafted, examined, and revised a variety of legal documents including contracts, motions, and briefs.
- Shadowed cases in relation to conveyancing, litigation, family law, and probate.
- Assisted solicitors with case management by organising and maintaining a database of legal documents, resulting in an increased workflow for searching for important files.
- Networked and collaborated with solicitors and barristers in duties such as swearing and court hearings.
- Prepared status reports for clients, keeping them informed about the progress of their legal matters.
- Organised and managed client correspondence and database using LEAP legal software, Xero accounting software, and Microsoft Office tools.
- Provided guidance and support to new interns, helping them assimilate into the firm culture.

Dillon & Co. Solicitors **Dublin, Ireland**
Legal Intern *Jul 2021 – Aug 2021*

- Adapted to a fast-paced office environment by displaying initiative and a commitment to become familiar with the legal team.
- Conducted in-dept legal research on relevant statutes, case law, and regulations to support solicitors and barrister with case preparations.
- Assisted in the review and organisation of legal documents, contracts, and agreements.
- Compiled and organised trial exhibits, ensuring all necessary materials were readily available for courtroom presentations.
- Coordinated meetings, depositions, and other legal proceedings, managing schedules and logistics.
- Participated in team meetings, contributing insights and suggestions for case strategy and legal solutions.
- Actively sought feedback from solicitors to improve legal research, writing, and analytical skills.

SKILLS

Microsoft Office (Excel, Word, PowerPoint), Teamwork & Team Building, Leadership, Written & Verbal Communication, Attention to Detail & Problem Solving, Organisation, Management, & Adaptability, Research.

AWARDS

Recipient of UCD Careers Network Certificate in Work-Related Learning 2020 (Completion of Corporate & Commercial Law Insights Event).