**CV**

**Name:** Matthew Greene

**Degree Programme:** Law and Society - DCU - 4th year (2023 Graduate)

**Education;**

**Leaving Certificate (2019)**

St Mel’s College, St Mel's Rd, Deanscurragh, Longford

Leaving Cert Results: 477 points

**Third Level Education - In progress – on track to achieve minimum 2:1**

Law and Society (BCL) at Dublin City University

1st year GPA - 2:1

2nd year GPA - 2:1

3rd year - Intra Work Placement

4th year GPA – 2.1 (68%)

**Employment History**

**1) Deloitte – Tax & Legal Co-op**

July 2021/July 2022 – 29 Earlsfort Terrace, Dublin 2

Summary of Roles and Responsibilities;

* Assisted the Corporate Administration Services Team with Compliance and Consultancy work.
* Drafted B1 Annual Returns and AGM documentation for domestic and international companies and groups.
* Drafted Engagement Letters and Work Orders for new clients.
* Filed and assisted in the filing of statutory registers to both the Companies Registration Office for Irish entities and the Companies House for UK entities
* Maintained good client relationships and communication between call and email which developed my written and verbal communication skills.

**2) Ciaran Conlon Construction Ltd**

June 2019/August 2020 - Moatfarrell, Co. Longford - Construction Labourer

Summary of Roles and Responsibilities:

* Organised block unloading and positioning of mortar boards.
* Oversaw mixing of all mortar for building and plastering of different buildings. - Communicated and assisted different tradesmen and learned their methods.
* Multi-tasked between different areas to ensure that other workers could work efficiently.

**3) Quinn’s Supplies Stores Ltd**

Summer 2017 – Main Street Edgeworthstown Co, Longford – Shop Assistant

Summary of Roles and Responsibilities:

* Entrusted with the handling of money.
* Communicated with customers and developed customer relations skills.
* Organised shelves and tasked with restocking supplies.

**Personal Achievements and Skills**

**Personal Skills:**

Teamwork skills:

* Achieved a (72%) grade in Foundation of Law and Legal Research. Which allowed me to develop strong communication skills.
* Completed the ‘Moot Court’ module within a team of two others and achieved a (65%) grade.

Organisational skills:

* Developed strong organisational skills during my experience as a shop assistant. Tasked with stocking shelves and unpacking bulk paint orders. I developed a keen eye to detail here while stocking shelves, as I had to ensure it was aesthetically appealing for customers.
* In Deloitte, I was entrusted with 10-15 companies new companies each week to make contact with clients and draft necessary documents. This initially equipped me with the ability to prioritise tasks and work well under pressure and proficiency to manage several projects simultaneously.

Advocacy skills

* Competed in the Aoife King Memorial Moot in which we placed in the semi-final.
* The Aoife King moot is an intervarsity mooting competition which was judged by practicing barristers, solicitors and the president of the court of appeal (Justice George Birmingham) in Ireland.
* This mooting experience developed my adversarial skills, research & legal writing skills but in particular strengthened my ability to present coherent arguments/points to an engaging audience.

IT Skills:

- Excellent use of MS Word, MS access, Relate.

**Achievements**

* Hold a Full Drivers Licence (2021) can also provide my own transport.
* Academia: Achieved a (75%) grade in Public International Law, Achieved a (74%) grade in Administrative Law
* Aoife King Memorial Moot Semi Finalist (2021)

**Interests:**

* Property Shooting
* Running