**Professional Profile**

Professional, proactive and driven to achieve high quality across the board in all aspects. Organised, critical, meticulous and now seeking to join a reputable law firm in order to utilize my skills for the advancement of my career and to help a fellow legal team develop case strategies and persuasive briefs.

**Employment**

**Continuous** – Running and Managing the Home Farm of Breeding Livestock, Machinery Maintenance & Manual Labour.

1. - **Present** – Dan Ryan Truck Rental Ltd. (Dublin) Vehicle Technician.

**2019** - Beverly Farm, (Qurindi, NSW) Lead Farm Hand, Management & Maintenance, Livestock, Herding, Cultivating, Harvesting, Irrigation, Interview Applicants.

**2018** - Meso Solutions (Sydney, NSW) Vehicle & Plant Management/Maintenance, Construction Teams and Site Operations Manager, Site Conductor.

1. **- 2018 -** JRB Diesel (Sydney, NSW) Airport Vehicle Maintenance Contractor in line with Aviation Regulatory Standards.

**2013 - 2017** – Kingco Commercials Ltd. – (Dublin) Apprentice HGV Mechanic.

**Education & Roles**

1. **- 2023** – **Dublin Business School** - Bachelors of Laws - LLB (3-year course) - 2:1.

**2023** – **Arthur Cox Accelerate Programme** - Insight on how a top law firm operates. Tasks include but not limited to drafting legal documents, host meetings, amending agreements with clientele, review settlement agreements and transactions.

**2023** – Attended a course delivered by The Workplace Relations Commission. **‘A Guide to Employer Obligations from the Workplace Relations Commission**’

**2023** – **MOOC -** Social Media and the Law.

**2023** – Irish Centre for European Law Conference, Privacy & Data Protection Law 2023.

**2022 – Law Society Fe1’s** – Passed to date - Tort, Company, EU, Equity & Property.

**2013 - 2017** –**D.I.T -** QQI Level 6 Advanced Certificate - Heavy Goods Vehicle Mechanic.

**Experience**

The handling and regular filing of confidential documentation from hand written notes to high profile electronic data sensitive information. Intercommunicate between management and clientele. Liaise with internal and external clients where necessary, maintain these contacts and to also assist in practical arrangements in relation to meetings and conferences.

Undertaking administrative tasks, verifying information and responding to queries. Consult with experts in respect of finalising their reports. Provide support to balance conflicting priorities in order to manage work load. Address contract specific matters with clients.

**Core Competences**

* Research
* Drafting Documents
* Client Advice / Consultation
* Records Management
* Calendaring / Scheduling
* Ability to perform under pressure
* Organised and Methodical
* Dispute Resolution

**Skills**

IT proficient with an ability to adapt to different systems rapidly where and when required. Experienced in Microsoft Office, Outlook, PowerPoint etc. Skilled in numerous software systems used in previous employment from asset management to customer accounts and support. Competent public speaker. Ability to craft winning arguments.

**Interest & Activities**

* Dublin GAA– Dublin Minor Football Team – Past
* Local GAA Club - Senior Div.1 Adult Football League – Present
* Continually involved in Fundraiser’s/Charity Events/Underage Teams/Summer Camps.
* Clondalkin Rugby Football Club
* Currently a Panel Partner with the Royal College of Surgeons Ireland as a Representative Participant for the Investigation and Improvement of Health and Self-Management of Patients.
* Cork 70.3 Iron Man
* Care for Conor Charity – Directly involved in the assistance and management of a fundraising event that raised over €60k needed for a lifesaving organ transplant.
* Part-time Caretaker in my Local Primary School.
* Home Farming – Manual Labour, Agriculture, Livestock & Accounts Management.

**References: On Request**