

ALAN MCDONAGH

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Education and Qualifications

- **September 2019 and ongoing: Bachelor of Laws (Law Plus with Sociology) at the University of Limerick (UL).** I am currently completing Year 4 of this 4-year programme. My Quality Credit Average (QCA) to date (out of 4.00) is as follows:

Semester 1	3.08
Semester 2	3.60
Semester 3	3.28
Semester 4	3.32
Semester 5 (placement)	Pass
Semester 6	3.32
Average QCA	3.32

- **2018 / 2019: Leaving certificate – Yeats College, Galway.** Achieved 462 points.

Work Experience

September 2021- January 2022 & June 2022 - August 2022: P.G. Cranny & Company Solicitors, Dublin 9:

As part of college placement, I worked as a Legal Executive in a busy general-practice law firm. I initially worked in a wide range of areas including litigation, conveyancing, probate, as well as administration and communications. From June to August 2022 I worked exclusively in the litigation department.

- Legal drafting skills honed over various types of documents including affidavits and declarations of service, supplemental affidavits, and notices of motion.
- Attending my supervising solicitor when instructions are taken in respect of a will, drafting the will, and arranging to have a copy of same issued to the client.
- Completing administrative office tasks including scanning, typing, filing in an efficient manner, writing reports, notes and maintaining databases on all research carried out. I also communicate on a regular basis with Clients, Law Firms, and Barristers.

January 2022 – May 2022 & September 2022 - present : Tifco Hotel Group: Travelodge, Castletroy

I currently work as a receptionist/night porter where I am responsible for a variety of duties such as checking in/out guests, managing bookings, drafting reports on sales etc. I adapted to this new working environment very well, and quickly became familiar with all new software and procedures

May 2021-August 2021: Stephen O'Mahony Solicitors, Dublin 2:

As part of college placement, I worked as a legal intern with a busy solicitor specialising in both Criminal and Civil Law. I carried out duties such as:

- Preparing legal documents for High, Circuit, and District court offices, having them stamped and filed.

- Attending court hearings nationwide and assisting Barristers and clients. Taking notes on the proceedings.
- Taking part and assisting in client interviews/consultations.

August 2019- May 2021: Castle Oaks House Hotel and Estate, Co. Limerick:

I worked as a Food and Beverage Assistant in a fast-paced work environment which requires an ability to work with immense speed and professionalism. I generally worked between 25 to 32 hours per week. My responsibilities include:

- Greeting, seating, and serving customers.
- Working closely with bar and kitchen staff to process customer orders.
- Checking in with assigned tables periodically to ensure a positive customer experience.
- Processing cash and card payments.
- Replenishing stock levels.
- Organising and assisting with events.

October 2018: Walker and Co Accountants, Portumna, Co. Galway:

Here I gained work experience as an accounts assistant at a small accountancy practice where I had the opportunity to enhance my IT skills. I upskilled on MS Office applications, including MS Excel. My duties included the following tasks:

- Preparing financial statements from underlying records for various business types.
- Liaising with clients to obtain information and to address queries.

May 2018- March 2020: McDonagh's Pub, Tynagh, Co. Galway

I grew up in a family-owned and managed pub business where I learned the fundamentals of working in a professional and demanding environment. I adopted a hands-on approach to all aspects of the business and my duties included the following:

- Interacting with customers in a warm, friendly, and welcoming manner.
- Processing cash and card payments.
- Replenishing stock levels and performing stock counts.
- Organising and assisting with events.

Achievements

- I received a letter of distinction from the president of the University of Limerick (UL) in recognition of excellent academic performance.
- I received the Bronze Gaisce Award in 2017.
- I raised over €2,000 for Pieta House and Saint Vincent de Paul by creating and marketing a successful charity CD.
- I have a full clean driving licence.
- I undertook several community projects to date including helping with the organisation of the Portumna Darkness into Light walk to raise money for Pieta House.

Interests

- I have an avid interest in horse-riding. I am a member of the East Galway Drag Hunting Society and I am an all-Ireland show jumping champion; having competed at the Dublin Horse Show as well as Internationally, in France, the UK, and the Netherlands.
- I enjoy reading, meeting new people and going to the gym.