BEN LYNCH 11 Elm Grove, Gardenrath Kells, Co. Meath



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(085)1800593

PROFESSIONAL PROFILE

Self-motivated individual with strong academic credential and hands-on experience, committed to working well under pressure, plan projects, prioritize conflicting demands, and deliver a range of legal support in a fast-paced corporate environment. Expert in conducting legal research, drafting legal documents, and building strong relationships with key clients. Aspiring to pursue a career opportunity with a high-profile organisation that rewards hard work and appreciates loyalty. Ongoing interest in law, court procedures, and government regulations with excellent verbal and written communication skills. Proficient in Microsoft Office Suite, Office 365, Office PowerPoint 2010, Office word 2010.

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DUCATION

**Third Level Education**

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Law

&

Society (BCL)

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Dublin City University

Current

Completed first year of Law at Dublin City University Currently in my second year of the Bachelor of civil law programme: 2.1

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Currently

**Second Level Education**

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St.

Ciaran’s Community School

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Kells

,

Co. Meath

2017

Leaving Certificate (488 Points)



PROFESSIONAL MEMBERSHIPS

* Member of the DCU Law Society
* Member of the DCU FLAC
* VP for Marketing- European Law Students Association

KEY ACCOMPLISHMENTS

* Achieved a position on the Matheson Career First Programme for a 12-month period.
* Released a No.1 Single in accordance with UCD choral scholars, Ryan o Shaughnessy, Mary Byrne and other notable music icons to raise vital funds for Pieta house.
* Meath Solo Singing champion (2010).
* Managed a school bank in the AIB Build a Bank challenge- Regional Finalist.
* Meath Coaching and games foundation level certificate.

• Transition Year president.

* Minor championship winner with local club three times.
* Bailiff at the National moot court competition held in Criminal courts of justice.
* Certificate in first Aid.

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AREER

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UMMARY

First

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Matheson Career First Programme

2018



# RESPONSIBILITIES

* Completed a research project on artificial intelligence within a corporate environment.
* Interacted with senior management and fellow career first students within the firm while composing a career first student blog and attending presentations regarding the asset management and funds industry.
* Employed in asset management and funds department at Matheson Solicitors.
* Scanned, proof read and oversaw on-time delivery of documents to notary public working alongside my trainee buddy.

**KEY ACHIEVEMENTS**

* Learned about firm’s values, in-house styles, and discussed several tasks managed by solicitors with funds group.
* Enhanced negotiation skills with Insight day listening to presentations about life as an in-house lawyer in Twitter.

**Legal Assistant**

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Nathaniel Lacy & Co. Solicitors



# RESPONSIBILITIES

* Contributed in court hearings alongside solicitor and observed court cases managing documents for barrister.
* Reviewed various cases before court date and confirmed with solicitor that all documents were scanned onto the legal database. Engaged in personal litigation department.

# KEY ACHIEVEMENTS

* Improved advocacy skills by watching a barrister in court regarding personal litigation claims.
* Learned office administration expertise such as filing, answering calls, scanning and printing documents.

**Veterinary Nurse Assistant** | Boyne Veterinary Clinic, Navan2015



# RESPONSIBILITIES

* Delivered full support to veterinary nurse and vet around the clinic with various tasks, which included sterilising utensils before operations and organising stock for sale in the shop.
* Executed office work including skin tests for a cattle herd being tested for tuberculosis.
* Promptly responded to phone calls and queries while referring work to veterinary nurse and making appointments.

# KEY ACHIEVEMENT

• Developed a pet corner in the shop area to encourage customers into the clinic while maintaining a friendly community environment. I Attended to sick animals in incubation.

**Volunteer** | the National Exotic Animal Sanctuary

2015



# RESPONSIBILITIES

* Provided care for sick and injured animals as well as dealing with customer queries as to adoption.
* Passionate about improving the lives of animals in the sanctuary.

**Business Referees:**

1. Mr. Francis Lafferty (Principal) St. Ciaran’s Community School

**Phone:** 046 (9241551)

1. Mr Kevin Cunningham (Sanctuary Owner) National Exotic Animal Sanctuary

**Phone**: 085 (8465464)