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| Conal J. Molloy |
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**Personal Profile**

* Highly motivated Legal Professional, with 5 years professional experience and currently preparing for the FE1’s with the intent of qualifying as a solicitor.
* Excellent communicator with enhanced interpersonal skills and the proven ability to deliver outstanding performance in a team environment and on own initiative, even in testing and pressurised situations.
* Thoroughly organised and methodical in approach with the professional confidence and competence to articulate legal positions persuasively.
* Excellent analytical skills with the ability to absorb and interpret large quantities of complex information and subsequently express findings in a very skilled manner.

**Education**

* **Masters of Business Administration** Anticipated Completion 2017

Hagan School of Business, Iona College,New Rochelle, New York

***Major in:*** *Management with an emphasis on International Business and Risk Management.*

* **Bachelor of Arts** 2007 – 2011

Union College, Schenectady, New York

 ***Major in:*** *Political Science with an emphasis on East Asian Studies and U.S. Politics.*

 ***Thesis:*** *The Rising and Failing Fortunes of Grassroots Organisations*

**Profession Specific Experience**

**Paralegal, Funds** April 2016 – Present

**McCann FitzGerald**, Dublin 2, Dublin

**Core Responsibilities**

* Responsible for providing necessary assistance directly to all associates and partners of the McCann FitzGerald staff.
* Reviewed files provided by 3rd party organization to ensure that all documents were correct and properly organized.
* Regular communications with the Central Bank of Ireland to ensure that all deadlines and requirements were fulfilled.
* Drafting of letters, forms, and other relevant documentation to assist with the fund launch process.
* Researched and analysed documents and case law to support legal professionals.
* Drafting of memorandums encapsulating research findings to present to partners and other high level individuals for the drafting of legislation and mandates.

**Paralegal, Funds** September 2015 – January 2016

**Maples and Calder**, Dublin 2, Dublin

**Core Responsibilities**

* Responsible for providing necessary assistance directly to all associates and partners of the Maples and Calder staff.
* Reviewed files provided by 3rd party organization in order to ensure that all documents were correct and properly organized.
* Regular communications with the Central Bank of Ireland in order to ensure that all deadlines and requirements were fulfilled.
* Drafting of letters, forms, and other relevant documentation in order to assist with the fund launch process.
* Researched and analysed documents and case law to support legal professionals.
* Drafting of memorandums encapsulating research findings in order to present to partners and other high level individuals for the drafting of legislation and mandates.

**Legal Assistant** May 2015 – August 2015

**Beauchamps Solicitors**, Dublin 2, Dublin

**Core Responsibilities**

* Responsible for providing necessary assistance directly to all members of the Beauchamp’s staff.
* Reviewed files provided by 3rd party organizations in order to ensure that all documents were correct and properly organized.
* Created a system by which documents could be organized and classified in order to expedite the research time attorneys spent resolving matters.
* Delivered a variety of administrative functions including meeting and interviewing clients to establish the necessary advice and services required.
* Researched and analysed documents and case law to support legal professionals.
* Prepared papers to assist with case preparation and presentation.

**Executive Paralegal** 2011 – 2013

**Wilson, Elser, Moskowitz, Edelman**, **and Dicker LLP**, White Plains, New York

*Wilson Elser, is one of the leading legal firms in the United States, with over 800 attorneys.*

**Core Responsibilities**

* Responsible for providing legal assistance directly to the executive partners of Wilson Elser.
* Played a key role as part of the successful team which operated on a multimillion dollar project.
* Reviewed bills provided by 3rd party firm in order to ensure that all charges were correct and justifiable.
* Created a system by which the allocation of funds could be organized and classified in order to expedite the research time attorneys spent resolving matters.
* Delivered a variety of administrative functions including meeting and interviewing clients to establish the necessary advice and services required.
* Researched and analysed documents and case law to support legal professionals.
* Prepared papers to assist with case preparation and presentation.

**Legal Assistant** Summer, 2010

**Wilson, Elser, Moskowitz, Edelman**, **and Dicker LLP**, White Plains, New York

**Core Responsibilities**

* Provided assistance and support to a number of attorneys dealing with an anti-trust, class-action multimillion dollar lawsuit.
* Researched individuals for potential deposition, pursued relevant details and leads to aid in the discovery of pertinent information.
* Wrote a sixty page report on all individuals found to be relevant to the case, organized and filed research to ensure that vital information was readily available.

**Additional Experience**

**GAA,** Donegal and New York county teams 2007 – 2015

* Represented New York at senior intercounty level for 7 years.
* Moved to Ireland to pursue a lifelong dream of playing intercounty football for Donegal.
* Member of the Donegal panel in 2014 and 2015.

**Promotions Manager,** The Blue Haven Hotel, Kilcar, Co. Donegal2014 – 2015

* Worked closely with local media and utilized social media to promote The Blue Haven Hotel.
* Interacted with hotel owners to determine and realise their vision for how The Blue Haven Hotel would be received by the prospective clientele.
* Placed orders to distributors and ensured that all stock is correct and well organized.
* Participated in the day to day management of the establishment.

**Head Basketball Coach,** Sacred Heart High School, Yonkers, NY Seasonal, 2013

* Worked closely with the Athletic Director of the school to attract the best and most qualified students.

**Community Liaison,** The Yonkers Minutemen, Yonkers, NY 2007-2013

* Worked closely with organization leaders to run the annual Minutemen National Tournament.

**Member, UCARE,** Union College, Schenectady, NY Fall 2007-Spring 2011

* Organised trips and fundraising for service ventures in the community.

**IT Proficiency and Languages**

**Computer:** Proficient in Microsoft Office; Word, PowerPoint, Excel and Adobe Photoshop.**Legal Research:** LexisNexis, Justia, Westlaw, and FindLaw

**Language:** Rudimentary understanding of Mandarin Chinese speaking and writing.