# CAI O’KANE

Curriculum Vitae Booleigh, Nurney, Co.Kildare

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# SUMMARY

Final year law student with practical legal experience in both the private and public sector seeking a training contract with a commercial firm to commence in 2022.

# EDUCATION

2017 –Present **Dublin City University** –Bachelor of Civil Law

* First Year - 2.1 (68%)
* Second Year – 2.1 (68%)
* Third Year – Placement Year

2016 –2017 **Dunboyne College of Further Education** –Pre-University Law

* 9 Distinctions

2013• 2015 **Bangor University** –BA Journalism & Media.

* Incomplete due to illness during my final year.

2007• 2013 **Ardscoil na Trinoide, Athy** –Leaving Certificate/ Junior Certificate.

# EMPLOYMENT HISTORY

April 2019 – June 2019 Paralegal – **Arthur Cox**

September 2019 –April 2019 Litigation Intern (Intra Placement) –**Arthur Cox**

* Drafting pleadings for court proceedings.
* Organising, preparing and reviewing documents for both small and large scale discovery.
* Drafting case notes and research memos.
* Taking attendances at court, during meetings/telephone calls.
* Assisting in pro bono matters.

June 2019 –September 2019 Legal Intern –**Dublin City Council**

* Assisting the Chancery Litigation, Property and Freedom of Information departments.

June 2018 –September 2018 Personal Injuries Litigation Intern –**Dublin City Council**

* Assisting with preparation of official court proceedings including High Court, Circuit Court and District Court Summonses.
* Preparation of booklets of evidence/pleadings for court cases.
* Collation of discovery documents.
* Conducting legal research.

February 2017 –September 2017 Sales Assistant – **Savoy Taylors Guild**

* Selling directly to customers.
* Assisting with enquiries.
* Stock taking.
* Achieving set KPIs.

June 2016 • September 2016 Sales Executive• **Hutchings Vauxhall, Ponytpridd**

* Sales of new and used car.
* Up•selling of additional products.
* Prospecting for potential buyers.
* Independently organizing my calendar

-E.g. Setting appointments, booking test drives, arranging handovers.

January 2016 – June 2016 Direct Sales Team Leader • **EvolveWithUs, Cardiff**

* Leading teams of sales staff to the field.
* Interviewing new staff.
* Maintaining high sales figures.
* Training new staff.

# VOLUNTEERING

Academic Year 18/19 Moot Court Mentor - **DCU Law Society**

Mentoring novice mooters and preparing them for competitions at various levels.

June - July 2014 National Park Volunteer, Arizona **- ACE Volunteering**

Working in the national parks of Arizona and Colorado was an experience that will never be forgotten. Working as part of team in the wilderness for 10 hours a day helped me to gain team memberships skills that I would struggle to find elsewhere.

March 2011 Administration Assistant - **Simon Communities of Ireland**

During my time as an administration assistant at Simon Communities I gained a huge amount of administration skills such as the use of excel, dealing with clients over the phone and arranging meetings for staff.

# ACHIEVEMENTS

* Winner of **DCU/ A&L Goodbody Criminal Mock Trial/Moot 2017**
* Winner **DCU Grand Moot 2019**

# Winner Matheson Solicitor Competition 2019

* Editorial Board Member of **DCU’s Socio-Legal Review**

# REFERENCES

Michael Twomey – **Arthur Cox** – Partner

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Dr Aisling De Paor – **DCU** – Lecturer

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**Exam Results**

Year 1 of Undergraduate Degree

The Irish Legal System 70

Law of Torts 70

Criminal Law 60

Constitutional Law 67

Public International Law 70

Foundations of Law and Legal Research 66

Advanced Criminal Law 71

Critical Approaches to Law 70

Advanced Torts 70

Year 2 of Undergraduate Degree

Moot Court 77

Property Law 46

The Law of Contract 71

EU Law 71

Equity 61

Advanced Contract Law 68

Family Law 64

International Human Rights Law 67

Healthcare Law and Society 66

Advanced Property Law 73

Advanced EU Law 74

FE-1 Exams

Law of Tort 55