Cathal Swords

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# Personal Summary

Graduating from Maynooth University with a 2:1 in LLB Law and currently undertaking the FE-1 exams, I am presently working as a Legal Executive in Maura E. Hennessy & Co. Solicitors, which has given me an invaluable insight in the inner workings of a successful solicitor’s firm.

# Education

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| Maynooth University – Bachelor of Laws (LLB) – 2:1 Honours - 2019 – 2023 | St. Brendan’s College Killarney, Co. Kerry 2013 – 2019 |
| Member of the Maynooth Law Society.Member of the Law and Technology Society.Member of the Maynooth Archery Club. | Class Representative and Treasurer for the Student Council from 4th-6th Year.AIB Build a Bank Finalist 2017.Bronze Gaisce President’s Award Winner. |

# Work History

**Maura E. Hennessy & Co. Solicitors, Tralee , Legal Executive – May 2024 – Present**

* Proficient in drafting, formatting, and editing legal documents, correspondence, and reports.
* Comfortable with unitizing the LEAP software, as well as advanced skills in Word, Excel and Outlook.
* Effective in scheduling and coordinating appointments, meetings, and court dates with clients and other solicitors.
* Knowledgeable about court procedures, filing requirements, and legal documentation processes.
* Capable of conducting legal research using online databases and libraries.
* Experienced in Family Law, Civil Law, Conveyancing, Probate and Wills.

**The Courts Service, Clerical Officer (Crime) – July 2023 – May 2024**

* Preparing and resulting Court lists, filing and keeping accurate records of all documents.
* Communicating with the public/customers, solicitors and Gardaí, such as responding to queries and providing information.
* Receipting of cash/daily balancing of solicitor cheques, fines, and bail.
* Working alongside the Registrar in both the District and Circuit court, printing and executing warrants and resulting the court.
* Empanelling a Jury for Circuit Court cases.
* Fully qualified Video-Link Assistant.

**Asian Kitchen JDX LTD, Front Counter Staff – April 2023-July 2023**

* Greeting and assisting customers in a friendly manner, both in person and over the phone, whilst taking and processing customer orders in a busy and fast-paced environment.
* Organised and monitored inventory levels.
* Handled customer complaints and resolved any issues both professionally and politely.

**Hotel Killarney, Accommodation Porter – June 2022-August 2022**

* Monitored and ensured cleanliness in all 400+ rooms of the hotel.
* Organised stock and inventory and maintained service and work areas.
* Responded to guest inquiries and requests, providing prompt and courteous service.
* Trained new staff.

**Killarney Towers Hotel, Bar Staff – April 2019-September 2019**

* Began as Floor Staff collecting glasses, cleaning and ensuring an enjoyable atmosphere for all patrons and staff.
* Later worked on the door of the Crypt Nightclub, which involved verifying their age and identification prior to entry, as well as monitoring the crowd for any signs of disorderly behaviour and taking appropriate action to maintain a safe environment.

**Liebherr Container Cranes, Maintenance Crew – Intermittently Between 2017-2019**

* Maintaining operation of site equipment and machinery in a safe and effective manner whilst minimising downtime.
* Strictly adhering to all safety protocols and regulations.
* Assisting with installation and commissioning of new equipment.
* Conducting preventative maintenance tasks, such as replacing worn parts or servicing hydraulic systems.

# Skills

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| * Legal and Academic Writing and Research Skills.
* Proficient in Microsoft Office and LEAP.
* Extensive Experience in Customer Service.
 | * Leadership and Management Skills.
* Adaptable and Hardworking.
* Organised and Thorough.
* Consistent and Dependable.
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# Achievements and Interests

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| * Passed 5 FE-1 Exams (Property, Equity, Constitutional, Criminal and Company).
* Completed the Pinsent Masons Virtual Commercial Law Experience Programme.
* Completed the Clifford Chance Virtual VIP Cybersecurity Internship Experience.
* Received the TUSLA Children First eLearning Programme Certificate.
* ECDL Qualified.
 | * Awarded the Legal Ireland GDPR Compliance in the Republic of Ireland Workplace Fundamentals Certificate.
* Awarded the JAM Card Learning Certificate on behalf of the Courts Service.
* Former Judo Coach in Killarney Judo Club, as well as a Munster, All-Ireland and European Championship competitor.
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