**Charles Rory McKean**

11 Eden Terrace, Glasthule, Co. Dublin.

Mobile Number: 087 795 4781 Email: mckean.charlie@gmail.com

PROFILE:

I am a highly capable Legal Executive with 15 years Litigation experience including 5 years in a fast paced top tier practice. I am seeking a traineeship. I can contribute my expertise, energy and commitment to achieving the goals of your firm and clients while delivering top class customer service.

WORK EXPERIENCE:

**DEBT RECOVERY**

2014 – Present. Legal Executive with Mason Hayes & Curran Solicitors Debt Recovery Revenue Commissioners division

Managing after all District Court Debt Recovery cases from inception to judgment and enforcment.

Liaising with taxpayers and Revenue regarding phased payment arrangments, ensuring thefiling tax returns, and credit adjustments.

Sending electronic transfer of payments.

Drafting Claim Notices, Affidavits of Debt, Judgment Decrees, Judgment Sets, Substituted Service Applications.

Processing a large amount of payments every week in compliance with all applicable regulations incuding GDPR. Liaising with tax payers, accountants and solicitiors regarding litigation.

Managing a large, fast moving case load that requires a consistent, diligent approach to manage sucesfully. Typically up to two thousand cases at any point in time.

**CRIMINAL DEFENCE**

**2011 - 2014:** Legal Executive, Connolly Finan Fleming Solicitors

Civil and Criminal Litigation:

• Responsible for day to day running of the Superior Courts Litigation Department with direct reporting responsibility to Managing Partner

• Liaising with Counsel and organising Habeas Corpus Applications and Extradition Hearings in the High Court

• Drafting Circuit Court and High Court Documentation

• Stamping and filing documents in the Central Office

• Serving documents

• Attending Counsel in Circuit Court, High Court, Court of Appeal and Supreme Court

**2006 - 2011:** Legal Executive, Cahir O’Higgins & Co. Solicitors

Civil and Criminal Litigation:

• Attended at initial consultations with clients and prepared briefs for counsel for matters to be heard at District, Circuit and High Court. Managing the acceptance and processing of potential new defendents who required representation.

• Preparing Circuit Criminal Court cases and trials.

• Drafting High Court bail affidavits and attending on counsel during bail hearings

• Conducting research on various litigation matters on behalf of Solicitors

• Taking instructions from the client

• Liaising with the Director of Public Prosecutions and members of An Garda Siochana

• Drafting and preparing Judicial Review affidavits and papers for the High Court

**CONVEYANCING**

**2004 - 2006:** Legal Executive, Irish Nationwide Building Society, Dublin 6

Banking Law:

• Ensuring financial documents are compliant with financial regulations

• Liaising with Residential & Commercial Property lending departments

• Reviewing security documentation on secured loans

**COMMERCIAL PROPERTY / LITIGATION**

**January 2003 - June 2003:** Intern, LK Shields & Partners Solicitors

Commercial Litigation:

• Serving and stamping documents and drafting affidavits of service

● Helping solicitors and partners to draft documents , liase with clients by corresondance via post, email and phone

● Attending consultations with instructing solicitor and counsel to take instructions from clients

• Attending counsel in Circuit Court and High Court commercial cases, personal injury and contract cases.

• Due diligence and reviewing agreements

• I was involved in large scale discovery, highlighting and preparing material for solicitors and partners, preparing paginated and indexed booklets of pleasdings.

● Finalising booklets of pleadings with instricting solicitor or partner and delivering booklets to counsel.

I have very strong IT and administration skills and am highly proficient in a number of cutting edge case management systems such as Keyhouse, XRS and Outlook.

I am a highly capable and professional Legal Executive with extensive experience in conveyancing, debt collection, civil litigation and criminal matters.

**EDUCATION**

2016 – 2019 Law Society FE1 exams (All 8 passed)

1998 – 2002 LLB (Honours) Portobello College Dublin

1993 – 1998 Blackrock College, Blackrock, Co.Dublin

1990 – 1993 Willow Park School, Blackrock, Co.Dublin

1986 – 1990 Glasgow Academy, Glasgow, Scotland.

**INTERESTS**

• Athletics – represented Leinster in cross-country Minor championships in 1993.

• Rugby – Both playing for Blackrock College Junior Cup squad and Club U.20’s and as an avid Leinster and Ireland supporter.

• Sailing – Racing J109, 1720, Fireball and 470 sailing boats.

• Drums and Percussion - studied in Newpark Jazz School of Music Blackrock