**CHRIS CARLYLE**

**PERSONAL**

Address Croneybyrne House, Croneybyrne, Rathdrum, Co. Wicklow; and

 29, Block A, Smithfield Gate, North King Street, Smithfield, Dublin 7

DOB 24-04-1990

Phone 086 054 2787

Email chriscarlyle1990@gmail.com

**CAREER SUMMARY**

Legal executive, Cassidy Law Solicitors, 14 months

**EDUCATION**

**Incorporated Law Society of Ireland, Entrance Examinations**

5 out of the 8 Law Society entrance examinations passed (Company, Equity, Contract, Tort, Criminal); awaiting the results of Constitutional and Property. Taking EU Law in March 2016.

**University College Dublin** *September 2009 – June 2012*

*Commerce – BComm (Hons) (2:1)*

Subjects Operations and Supply Chain Management, Business Information Systems, Management Accounting, Marketing, Cross Cultural Management, Innovation and Entrepreneurship, Microeconomics, Macroeconomics, Financial Accounting, Principles of Finance, Strategic Market Management, Information Design, Strategy Formulation, Marketing Research, Globalisation, Ireland in Europe, Global Marketing Management, Gender Equality and Diversity, Applied Business Competencies, Business Law, Quantitative Analysis

**Blackrock College** *September 2003 – June 2008*

*Leaving Certificate (490 points)*

**EMPLOYMENT HISTORY**

Legal Executive, Cassidy Law Solicitors *Sept. 2014 – present*

**Litigation experience – High court**

I have been involved in a large number of cases in the High Court (procurement/breach of confidence/defamation/contempt/Children Court reporting restrictions) requiring:

* Discovery, hard copy and electronic - reviewing large volumes of documentation and ensuring Discovery Orders are correctly complied with;
* Attending Call-Over Lists;
* Constant dairying and checking of relevant dates, including limitation periods;
* Liaising with experts (procurement, copyright, medical);
* Briefing and attending counsel in respect of court motions (discovery, default of pleadings etc).
* Preparing court documents and arranging for stamping and issue;
* Briefing counsel, junior and senior, preparing booklets and bundles of documents, including books of photographs, for counsel;
* Preparing booklets and bundles of documents for Court;
* Arranging settlement discussions, liaising with clients and with counsel;
* Attending settlement negotiations and consulting with counsel (particularly as to liability, and quantum);
* Drafting Affidavits, Costs Narratives, and letters;
* Liaising with Court clerks, Registrars and other Court staff with regard to the conduct of proceedings, and obtaining perfected Orders.

**Litigation experience - Supreme Court**

I have been part of a team involved in a two-week appeal. My work involved:

* Attendance notes: preparing detailed attendance notes.
* Preparing detailed activity sheets in respect of the months of preparation, and appeal.
* Authorities: researching and preparing folders of authorities for counsel and for the court.
* Costing: working closely with the Costs Draftsman in respect of preparation of files for taxation.

**General Conveyancing**

* Acting for a vendor in the sale of commercial property.
* General conditions of sale.
* Property searches.

Bar Staff, Dakota Bar *December 2012 – May 2013*

Actively involved with stock and bar management, cash and credit card transactions, food and drink service, re-stocking the bar, liaising with suppliers, bar and stock room maintenance, customer and management interaction.

Marketing and Sales Assistant, Camba.tv *August 2012 – November 2012*

Responsibilities included creating and drafting sales material, direct dealing with clients, market and competitor research, on site installation of cameras, working with software developers in Pakistan, organising business trips, administrative work, drafting letters and other documents, account management.

**INTERESTS**

I am very musical (guitar since age 10). I am also an avid skier of advanced ability with over 15 years experience.

**REFERENCES**

Ms Pamela Cassidy, Solicitor

Principal

Cassidy Law Solicitors

5 Inns Court, Winetavern Street, Dublin 8

01 633 4140 / pc@cassidylaw.ie

Mr. Edward Walsh SC

The Law Library

Four Courts

Dublin 7

087 2550969 / edwardwalshsc@eircom.net