**Christopher Murray**

**1 Ráth Lao, Cartúr Mór, Clybaun Road, Knocknacarra, Co. Galway.**

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**Personal Profile**

I recently completed a LL.M in Public Law and hold a BA (Hons) in Law with Criminal Justice. I am actively seeking employment and experience within a law office in order to grow my legal career. I have a strong work ethic coupled with an enthusiastic personality. I am confident in my ability to quickly become a contributing team member of your prestigious firm.

**Education**

2016-2017 Dissertation: “A Case for an Irish Constitutional

Court – An Examination of the Typical European

Traditions of Constitutional Review” National University of Ireland, Galway

2016-2017 LLM Public Law ***(1:1)*** National University of Ireland, Galway

2011-2016 BA (Hons) in Law with Criminal Justice ***(2:1)*** Letterkenny Institute of Technology

2010 Leaving Certificate ***(460)*** St. Columba’s College, Stranorlar

**Professional Experience**

August 2019 – Current Date **Float Legal Secretary** BryneWallace, Dublin

ByrneWallace is a well-established and highly-accomplished law firm in placed in the Top 10 firms in Ireland

Duties and responsibilities include:

* Answering telephone calls professionally and recording each call
* Taking instructions from numerous Solicitors, including Dictation (BigHand)
* Managing a calendar of appointments and hearing dates
* Meeting with third parties, such as Oaths Commissioners and Social Workers
* Administrative tasks such as filing, photocopying, preparing briefs/booklets
* Drafting letters, motions and affidavits and various pleadings
* Effective and accurate file management and record keeping
* Daily use of MS Office and systems such as AXXIA, Axle, Artiion, DMS, InterAction.

April 2018 – August 2019 **Legal Assistant** Tom O’Regan & Co., Solicitors, Galway

Tom O’Regan & Co., Solicitors is a busy practice in Salthill which provides the highest standard of professional services.

Duties and responsibilities include:

* Answering telephone calls professionally and recording each call
* Taking instructions from Solicitors, including Dictation
* Managing a calendar of appointments and hearing dates
* Conducting legal research
* Liaising with clients, third parties and Counsel
* Administrative tasks such as filing, photocopying, preparing briefs/booklets
* Drafting letters, motions and affidavits and various pleadings
* Preparing fortnightly reviews of files
* Attending County Registrar’s Court, District Court and High Court in Galway and Dublin

Nov 2017 – Feb 2018 **Legal Assistant** V.P. McMullin Solicitors, Donegal

V.P. McMullin is a highly-prestigious and esteemed legal firm with three offices in Donegal, providing a wide range of legal services for business, private clients and public bodies

Duties and responsibilities include:

* Answering telephone calls and logging all calls
* Managing numerous solicitors’ diaries
* Following numerous solicitors’ instruction, including Dictation
* Administrative tasks such as filing, photocopying, preparing briefs/booklets
* Drafting letters, motions and affidavits and various pleadings
* Attending the Motions Court in Letterkenny
* Effective and accurate file management and record keeping between two offices – Letterkenny & Ballybofey

**Additional Information**

* Class Representative of the Law with Criminal Justice program
* Love of the Irish language, attended an Irish speaking Primary School
* Volunteer for the Donegal Youth Service
* During University I was identified as a Mentor for 1st Year Students
* Active campaigner for the Marriage referendum in 2015
* Captained the U-21 County Champions St. Mary’s Gaelic Football in 2013/14
* During University I was an active member in the International Society and the Law Society
* Exceptional IT Skills completing various courses through school and university
* Full Irish Driver License

**Referees:** Available on request