**Cian Smith**

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- Bachelor of Laws Degree LLB (Second Class Honours First Grade)

- Over 4 years excellent experience of working in an office and as part of a team

- Highly motivated, enthusiastic individual

- Strong critical and analytical thinking

- Excellent interpersonal and communication skills, both written and verbal

- Strong multitasking

- Determined and ambitious, with a keen interest in professional development

**EDUCATIONAL QUALIFICATIONS:**

**Sep 2013- May 2017** Maynooth University- LLB Degree 2.1 Honours

**Sep 2007- May 2013** Lucan Community College

**COLLEGE PROJECTS:**

**Mediation:** One student acting as mediator in a given scenario between two parties. Students were tasked with achieving the best solution for both parties and isolating the issues in the particular problem and being able to communicate them very well in dealing with clients. **Result: 1H1**

**Negotiation:** One student graded against another acting as representatives for two parties in negotiation over the sale of land, tasked with achieving certain goals for our client, i.e extra piece of land, certain price to pay. **Result: 1H1**

**CAREER:**

**Eversheds Sutherland:** Legal Intern: November 2017- May 2018

Eversheds Sutherland are Ireland’s only full purpose international law firm.

I worked as a legal intern on their renowned Residential Tenancies Board Order Enforcement team.

As part of the team I had a variety of tasks;

* Drafting Notices of Motion for Circuit Court Proceedings;
* Drafting Affidavits for Circuit Court Proceedings;
* Attending Counsel in Circuit Court Proceedings;
* Preparing Booklets of Pleadings for Court;
* Seeking enforcement of Court Orders in situations of further non- compliance;
* Drafting and Registering Judgment Sets;
* Regularly dealing with queries of Notice Parties and closing off cases, gaining the sum due and owing on foot of the Order and our client’s costs.

**Philip Lee Solicitors:** Legal Intern: July 2017-September 2017

Philip Lee is one of Ireland’s leading commercial law firms and had over 105 staff when I joined the firm.

Planning and Environmental Department:

* Drafted documentation for lodgements in High Court Proceedings
* Organised and prepared documents for both large and small-scale discovery
* Prepared briefs for counsel for matters to be heard at High Court and Supreme Court hearings including Commercial Court

Corporate Department:

* Drafted Commercial Hire Purchase Agreements
* Drafted Commercial Loan Agreements
* Drafted Shareholders Agreements
* Attended initial phone consultations with clients

**Cornmarket Group and Financial Services**  **Customer Contact Agent: May 2014-August 2016**

* Worked as part of a team of ten employees regularly achieving deadlines in a pressurised environment.
* Regularly met all Key Performance Indicators (KPIs) upon review
* Worked with information and policies of a confidential and sensitive nature in an efficient and professional manner
* Successfully took on and dealt with client queries to highest standard of customer satisfaction, in an efficient, prompt and professional manner.
* Part of the two most successful summer campaigns in company’s history.
* Displayed leadership and enthusiasm for the role, leading call assessments and providing feedback to new members of the team.

 **PROFESSIONAL TRAINING COURSES:**

* Anti-Money Laundering Training, Cornmarket Group and Financial Services e-learning course, March 2016
* Data Protection Training, Cornmarket Group and Financial Services e-learning course, February 2016
* Central Bank Compliance Training, Cornmarket Group and Financial Services e-learning course, May 2016

**SKILLS/ACHIEVEMENTS:**

* Over 6 months excellent civil litigation experience
* Litigation
* Commercial Law
* Negotiation and Mediation.
* Public Speaking.
* Excellent interpersonal and communication, presentation and time-management skills.
* Strong critical, analytical thinking and problem solving skills
* Essay writing and research.

**REFEREES:**

* Excellent references available upon request.