**Curriculum Vitae**

**Ciaran Mallon, MCL,**

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**May 2023 – Paralegal, Byrne Wallace LLP 88 Harcourt Street, Dublin 2**

* Currently working as a Paralegal in the Health Care and Social Care department.
* Daily tasks include binding and printing booklets for solicitors attending court.
* Travelling to different locations around the area of Dublin getting affidavits sworn by social care workers and commissioners.
* Scanning in post and distributing post to fellow colleagues while also distributing and registering court orders on our own data systems as to the next date of application to get an extension for an interim care order.

**January 2023 – April 2023**. **Legal Intern,** **Lavelle Partners, Adelaide Road, Dublin 2**

* Developed communication skills by carrying out initial consultations whereby I would contact enquiries that would come through the website, and arrange paid consultations with solicitors.
* Displayed strong organisational skills by preparing motion booklets, serving motions and arranging affidavits of service.
* Successful drafting and reviewing of motions and affidavits for litigation in the High Court and Circuit Court.

**July 2022 – January 2023**. **KYC AML as Analyst,** **J.P Morgan Chase & Co 79 Sir John Rogersons Quay. Grand Canal Dock, Dublin 2**

* Conducted professional background checks and delivered client profiles to management. These profiles would often dictate whether JP Morgan would engage individuals or business.
* A strong attention to detail was needed in carrying out anti-money laundering checks to establish where sources of income had originated.
* I was also heavily involved in the process of transfer agency as well as investment funds at J.P Morgan.

**November 2021 – July 2022. Legal Intern. Doyle and Company Solicitors, 123 Cabra Road, Cabra East, Dublin 7.**

* Assisted in the management of Family Law, Litigation and Mediation, as well as Wills, Probate, Personal Injury and Commercial/Residential Conveyancing.
* Developed a proficiency at case management and administrative duties.

**June 2019 – July 2019.** **Niall Flynn, Barrister at Law:**

* I gained exposure to the everyday procedures and rules of the courts by shadowing a Barrister for the summer. This taught me what it is like to be in court on a regular basis and the correct procedures to follow in criminal and civil disputes.

**2018 – 2020** – **Part-time Scaffolder. Safeway Scaffolding**,

* During my studies in University College Dublin, I worked as a scaffolder every Saturday and in between each academic year during the summer months with Safeway Scaffolding.

**Education**

* Master’s Degree in Common Law, University College Dublin, Grade - 2:1. (Sept. 2018-May 2020)
* Bachelor of Arts, Joint Major Honours Geography & History, University College Dublin, Grade - 2:1. (Sept. 2015-May 2018)
* Law Society Final Examinations (FE-1) – 8 exams passed between November 2020 and October 2022

**Awards**

* Recipient of The Law Society Access Scholarship, 2021
* KYC Albany Beck Pioneer Programme Academy 2022. I was one of the first to be chosen for the Albany Beck Pioneer Graduate programme the first of its kind. The KYC Academy is a full-time training programme where theory meets practical application. It educates pioneers in the skills required to deliver a client KYC profile to the required standard including the professional development to liaise with clients and stakeholders.

**Achievements and Interests**

* Competed in The Annual Willem C. Vis International Commercial Arbitration Moot, Vienna, April 2020, by Zoom.
* All Ireland Vocational Senior A Gaelic Football Winner with Cnoc Mhuire 2013 & Longford County Minor 2011-2013.
* KYC Albany Beck Pioneer Programme Academy. I was one of the first to be chosen for the Albany Beck Pioneer Graduate programme the first of its kind.

**Specific Interests**

* I have played GAA for my local club since I was seven years old, and have represented my club at senior level for three years. Furthermore, I have a great interest in Angling and Fly-Fishing, in Boat-Restoration, in Music and in History.

**Professional Legal Work Experience References**

* Ciara Keenan Solicitor, Lavelle Partners, Telephone: 0876652169 Email: ckeenan@lavellepartners.ie
* Dermot McClean Solicitor, Lavelle Partners, Telephone: 0876692433 Email: dmcclean@lavellepartners.ie
* Rory Quigley Solicitor, Doyle and Company LLP Solicitors, Telephone 087 2428133, Email rory@doyleandcompany.ie mailb@doyleandcompany.ie
* Mr. Niall Flynn, Barrister-at-Law, Free Legal Aid, Mobile: 087-769 5900 Telephone: 01-817 5455; E-mail: nflynn@lawlibrary.ie
* Ms. Brid Mimnagh & Associates Solicitors, Longford, Telephone: (043)3345956; Mobile: 0872576125; E-mail: info@bridmimnaghsolicitor.ie

**Academic References**

* Prof. Declan M. Downey, Co-Coordinator of the BCL Law with History Programme, School of History, University College Dublin, Tel: +353 1 716 8633; E-mail: declan.downey@ucd.ie
* Prof. Brian Hutchinson, Head of Career Development, Sutherland School of Law, University College Dublin, Tel: +353 1 716 4143; E-mail: brian.hutchinson@ucd.ie.
* Prof. Kevin Costello, Sutherland School of Law, University College Dublin, Tel: | 01 716 4126; E-mail: kevin.costello@ucd.ie