Ciarán O’Doherty

**ADDRESS:** 10 The Pines, Grove House, Milltown Road, Dublin 6

**TELEPHONE:** 087 2066788

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**DATE OF BIRTH:** 10th February 1995

CAREER RELATED SKILLS

* I have had exposure to probate, conveyancing and criminal law
* File management and preparation of legal documents
* Possess excellent communication and interpersonal skills
* Teamwork, and problem solving skills
* Interpersonal and survival skills
* Strong organisational, planning and prioritising skills. I am always interested in developing new skills
* Providing leadership and guidance to new team members

**EDUCATION**

**Second Level 2007 - 2013**

I sat my Leaving Certificate in Blackrock Collegea school at which I boarded at for 6 years.

**Third Level 2013 – 2017**

I received a B.A. Honors Degree from the University College Dublinin Art History and Geography and was awarded a 2.1.

**Masters 2017- Present**

**MSc in Common Law in the UCD Sutherland School of Law**

In the past I have worked in a variety of team environments both professional and academically and while I feel as I have learned a lot in these past few years I see the Common Law Programme as the next step in a natural progression.

**EMPLOYMENT RECORD**

**O’Doherty, Warren & Associates** June 2017 – August 2017

**Position:** Receptionist/Internship

**Main Responsibilities:**

I was working closely with senior partners and senior lawyers, gained unrivalled exposure to commercial transactions, conducted legal research.

I also conducted case and file management and also involved in drafting legal documents while also attending court.

I was part of the process and design for the new website in which participated in a course on website design using squarespace.

By being part of the team that redesigned the new website it has now made the relationship with clients easier and user-friendly, allowing existing and new clients to learn more about the services and practice.

**National Concert Hall:** July 2015 – Present

**Position:** Front of House Usher

**Main Responsibilities**.

My Responsibilities include taking calls as a receptionist, scanning tickets for performances, seating patrons, Meeting and Greeting of patrons, organizing artist signings and functions/post-concert receptions, programme selling, announcements.

**ACHIEVEMENTS**

Member of Blackrock College’s Foster Cup Squad – Winners of Leinster Senior Foster Cup in 2013.

Winners of the Sea Sessions Festival Unsigned Act 2014 and Rose of Tralee “Access All Areas” 2015.

I’ve been involved in a wide range of fund-raising activities and events for community based causes as well as national and international charities such as the East Africa Medical Trust and Saint Vincent de Paul.

**HOBBIES & INTERESTS**

Drumming, Rugby, Attending the Gym,

Reading, Socialising with family and friends

**REFERENCES**

**Academic**

**Name:** Kevin Costello

**Position:** Lecturer/Assistant Professor

**Company/ Organisation:** University College Dublin

**Address:**

Sutherland School of Law,

Belfield

Dublin 4.

**Tel:** 01 716 4126

**Email:** [kevin.costello@ucd.ie](mailto:kevin.costello@ucd.ie)

**Professional**

**Name:** Mr Kevin Shaw

**Position:** Front of House Manager

**Company/ Organisation:** National Concert Hall

**Address:**

Earlsfort Terrace,

Saint Kevin’s

Dublin.

**Tel:** 0868582680

**Email:** [kevins.shaw@nch.ie](mailto:kevins.shaw@nch.ie)