**Ciarán Sheridan**

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Dublin

A Corporate Law graduate with an honours degree. I am looking to develop the skills that I have gained during the course of my study and apply it to the workplace. High level of motivation and enthusiasm. Excellent people and stakeholder management skills. Highly motivated and team player. Experience in the legal industry.

**QUALIFICATIONS**

**Honours Degree Bachelor of Corporate Law** Sep 2011– May 2015

National University of Ireland, Galway, Ireland

**PROFESSIONAL EXPERIENCE**

**Legal Executive** October 2017 to July 2020

AC Forde & Co Solicitors – Dublin, Ireland

**Responsibilities:**

* Attending on Counsel in the Circuit Court, High Court and Court of Appeal.
* Sole management of litigation case files under the supervision of a partner to include all aspects of summary judgment and special summonses.
* Providing enforcement advice and completing enforcements steps on foot of judgments to include registering of judgments, judgment mortgages and sending Execution Orders to the Sheriff/County Registrar.
* Drafting of various legal documents such as Summonses, Notice of Motions, Affidavits etc.
* Making applications to have Companies reinstated to Company Register under the supervision of a firm partner to include liaising with the CRO, CSSO and Revenue Commissioners.
* Dealing with all aspects of settlement agreements including the drafting of same under the supervision of a firm partner.
* Dealing with all aspects of receivership over commercial property to include Deeds of Appointment, Validity letters and Deeds of Discharge.
* Attending the Offices of the High Court, Circuit Court, Appeals Court, Probate Court and Wards of Court to issue and lodge various documents.
* Assisting with the sale of commercial property to include reviewing title deeds and sending various letters to the relevant authorities.
* Providing legal secretarial support and assistance.
* Audio typing, file management, photocopying, scanning to file, post, preparing pleadings and briefs for court.
* Liaising with clients and counsel.
* Archiving.
* Diary management.

**Litigation Support Clerk** January 2017 to September 2017

Law in Order - Sydney, NSW

**Responsibilities:**

* Contacting clients regarding incoming jobs to get job instructions and deadlines.
* Logging jobs on our JMS (Job Management System)
* Exceeding deadlines and KPI's
* Working closely with the team to undertake bigger jobs
* Invoicing completed jobs
* Conducting Quality Assurance on other team members work
* Helping in other departments such as Appeals and Court Copy
* Various procedural and administrative tasks

**Barista and Cafe Supervisor** June 2016 to December 2016

George Gregan Group - Sydney, NSW

**Responsibilities:**

* Training new staff and leading a team
* Issue management
* Stakeholder management – working in a large corporate environment
* Working efficiently in a fast paced environment
* Maintaining an excellent standard of customer service
* Cross selling and up selling products
* Creating and improving processes to ensure efficient customer service
* Liaising with Senior Management to investigate new products that can boost sales

**Restaurant Manager** November 2015 – May 2016

Kingston & Co – Sydney, NSW

**Responsibilities:**

* Managing a team of 15 employees
* Responsible for handling customer complaints and concerns
* Liaising and negotiating with suppliers
* People management
* All aspects of cash handling such as cashing up and till management
* Creating and promoting sales incentives; cross selling and product promotion
* Interviewing prospective employees and in charge of all other recruitment activities.
* Responsible for producing training and development strategies
* Stock management
* General admin
* Senior management reporting assisting with strategic decision making
* Exceeded my targets

**Bartender/Waiter** 2014 & 2015

Part time, Bridge House Hotel - Offaly, Ireland

**Responsibilities:**

* Allocated time management efficiently working 15-25 hours while enrolled as a full time student
* Demonstrated the ability to multi-task at a face pace while dealing with various situations/individuals with over 1,000 customers weekly
* Advertised, marketed and recommended menu options to guest to increase guest satisfaction.
* Maintained all sanitation procedures and food safety guidelines
* Demonstrated flexibility in regard to work assignments and work schedule
* Communicated product knowledge to facilitate guest decision making.
* Created a welcoming environment for visiting guest providing a memorable dining experience.

**KEY STRENGTHS AND COMPETENCE**

* Excellent computer skills
* Microsoft Office: Word, Excel PowerPoint, Visio, Outlook, Adobe
* Pronto invoice system
* Data entry
* Highly developed written and verbal communication skills
* Excellent stakeholder management
* Quality Assurance
* Customer service
* Training and development
* Objection handling
* Experience in consistently meeting tight deadlines
* Team management
* Meeting and exceeding KPIs
* Problem solving

**KEY ACHIEVEMENTS**

* Studied and lived in France for a year.
* Graduated with a first class honors law degree from a prestigious Irish University.
* Been part of many successful football teams.
* Introduced a just-in-time stock system in my job as a restaurant supervisor place of work.
* Consistently met high quality standards and strict deadlines as a Litigation Support Clerk.
* I have been an integral part of a wait staff/bar staff in a four star hotel/bar/nightclub.