**Ciaran Smyth**

Aughrim, Ballinasloe, Co. Galway 0894795327

 ciaransmyth31@gmail.com

**PROFESSIONAL SUMMARY**

Graduating with a Bachelor of Corporate Law and L.L.B from N.U.I Galway, I am an ambitious, enthusiastic and committed person seeking a law firm which will offer early responsibilities, and the opportunity to develop practical legal skills.

**EDUCATION & QUALIFICATIONS**

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| 2013 | National University of Ireland Galway | L.L.B (Postgraduate) |
| 2012 | National University of Ireland Galway | Bachelor of Corporate Law |
| 2009 | St Joseph’s College “The Bish” Galway | Leaving Certificate |

**LEGAL WORK EXPERIENCE**

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| June ‘12- Aug ‘12 | Fair and Murtagh Solicitors | Legal Internship |

I successfully completed a legal internship under the mentorship of Gearoid Geraghty.

My Duties involved:

* Preparation of meetings and interviews
* Wrote reports of cases experienced and clients interviewed
* Conducted legal research and writing
* Multiple court attendances
* General office duties

**OTHER WORK EXPERIENCE**

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| Sept ‘13 – Present  | Egan’s Bar | Bartender |
| June ‘13- Sept ‘13  | T.G.I.F, California, U.S.A | Bartender |
| Sept ‘09 – June ‘13  | Carlton Shearwater Hotel, | Bartender |
| June ‘08 – Sept ‘08 | National University of Ireland Galway | Administrative Assistant |

**KEY SKILLS AND COMPETENCIES**

**Attention to detail**: I am very concerned with quality. I ensure I produce work that is of high standard and attractive. I would regard myself as administratively competent to a very high regard

**Communication**: I possess good written and verbal presentation skills, along with excellent grammar and spoken voice.

**Interpersonal skills**: excellent ability to get along with clients, customers or co-workers. I am well versed in social etiquette, having served many exclusive guests and sports personalities

**Flexible**: willing to try new things and interested in improving efficiency and productivity on assigned tasks.

High Level of **Customer Service**, due to 6 years of experience in the hospitality industry. I routinely handled on average 300-400 customers per day in a busy 4\* hotel. I completed customer service training, and frequently commented positively on by customers.

**Cash Sales**: handled excessive amounts of cash daily. Also balanced floats and pay in analysis at end of each night.

**Technologically** skilled including competent in all aspects of Microsoft office and experience of Westlaw and Lexis

**Multilingual**: Competent to speak Irish and French to a high standard

**INTERESTS AND ACHEIVEMENTS**

**Garda Recruitment 2014**: Successful applicant from 30,000 people. Rejected a place to pursue my primary interest in law; a successful solicitor.

**Relay for Life 2012**: together with a group of friends golfed for 24 hours straight. We raised money to fund vital research and services of the Irish Cancer Society.

**Active golfer**: I currently hold a handicap of 4. I have participated in many national events and represented my club at the highest level in Provincial Finals.

**GAA:** currently play on the senior team for Ballinasloe GAA Club. Recently my team and I won the All Ireland Junior Football Final held in Croke Park (February 2013).

**Theatre**: I have been involved in many drama and musical productions since a young age.

**Travel:** I also enjoy travelling. I have visited many countries and experienced many cultures.

**REFERENCES**

Mike O Reilly Gearoid Geraghty

Lecturer Solicitor

The Law Society Ballinasloe

Blackhall Place, Co. Galway

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mikeoreilly@orbs.ie