**Conor Rice**  
5 Finsbury Green, Churchtown, Dublin 14  
[0870980766|conorrice98@gmail.com|www.linkedin.com/in/Conor-Rice|](mailto:0870980766|conorrice98@gmail.com|www.linkedin.com/in/Conor-Rice|)

**Personal profile**

An ambitious and dedicated Law Graduate with experience of working in team environments. Will complete my remaining three FE1’S in October 2023. Currently working as a Legal Executive with Marlet Property Group. Have experience of tailoring services based on the client and managing multiple workstreams. Specialise in meeting tight deadlines and carrying out research within a designated timeframe. Previous experience as a Tax Intern and working in a corporate environment.

**Education**

**2021-2022: LLM International Commercial Law University College Dublin  
GPA:** 3.36 second class honours grade one (2:1)

**Relevant Modules:** Corporate Governance(B+), Advanced European Competition law(B), Data Protection and  
Governance (B+), White Collar Crime(B+), International Commercial Arbitration(B)

**2017-2021: Bachelor of Civil Law, National University of Ireland, Galway  
Overall Result:** 63.67% Second class honours grade one (2:1)

**3rd year modules:** Land law (I+II) 65% +62%, Equity (I+II) 60% +62%, Guided research essay 68%, Labour law (I+II) 64% +61%, Comparative competition law 65%, Intellectual property law 63%, Banking law 64%, Evidence (I+II) 61% +66%.

**2nd year modules:** Administrative law (I+II) 64% +57%, Company law (I+II) 68% +72%, Criminal law (I+II) 62% +58%, European union law (I+II) 63% +57%, Legal methods and research II 68%, Family law 68%, Essay 68%.

**Guided research essay:** A critical analysis of whistleblower legislation in Ireland and what improvements could be made.

**Legal methods and research II:** An investigation into the effectiveness of Oireachtas and Tribunal inquiries.   
**Essay:** A critical analysis of developments regarding open disclosure and a duty of candour in medical negligence.

**2017: Leaving Certificate, Marist College Athlone, Retreat Road, Athlone, Co. Westmeath**462 Points.

**Work Experience**

**24th April -Present: Legal Executive, Marlet Property Group**

**Duties:**

* Liaising with external counsel on various Litigation matters.
* Compiling discovery documents and arranging swearing’s where necessary.
* Responsible for updating the CEO on Legal Worklist.
* Drafting legal updates for our board every month.
* Drafting correspondence and emails to external Counsel.
* Running and updating multiple tracker documents to ensure that the relevant documents are received for the refinancing of developments.
* Working on property sales and acquisitions transactions.
* Part of the Marlet team that completed a multimillion euro refinancing with Cheyne Capital for a large commercial development.
* Researching case law and drafting case notes for General Counsel and CEO.
* Ensuring all Company Secretarial requirements are met and relevant documentation is filed with the CRO.
* Dealing with employment law matters. Drafting employment contracts and consultancy agreements when required.

**10th October 2022 -30th January 2023: Data Analyst, KPMG**

**Duties:**

* Data Validation- Ensuring legal documents are correct.
* Proofreading official documents.
* Flagging discrepancies between source and system values.

**17th July 2017- 30th March 2022: Shop Assistant, Athlone Golf Club Pro Shop**

**Head Professional- Kevin Grealy   
Duties:**

* Responsible for driving customer service and sales within the store.
* Actively liaising with potential clients and club committee regarding fundraising.
* Delivering a high-quality customer service to over 450 members weekly.
* Assisting the club pro with coaching, including providing both individual and group lessons to clients of all ages and abilities.

**3rd September-3rd October 2019: Insurance Defence Intern, AMOSS  
Duties**

* Responsible for drafting correspondence to clients and opposing counsel on behalf of associates.
* Compiling case briefs on behalf of associates.
* Responsible for the upkeep of the filing system.

**2nd July -10th August 2018, 3rd June-26th July 2019: Tax intern, RBK  
Duties:**

* Responsible for timely and accurate filing of tax returns.
* Provided a high-quality customer service to a range of clients, from individuals to small businesses.
* Undertaking research tasks regarding tax legislation.

**Skills Profile**

**Negotiating Skills:** Excellent negotiating skills developed through several years of working in retail at Athlone Pro shop. This role required the need to adapt to the needs and demands of regular members while ensuring consistency in pricing and reductions given.

**Communication:** Work as part of a team, dealing with over 450 clients on a weekly basis as a shop assistant in a pro shop. Delivered a high-quality customer service to a wide range of clients.

**IT skills:** Working knowledge of Microsoft Office, including Word, Excel and PowerPoint obtained as an intern and legal executive. Used daily to complete various tasks.

**Adaptability:** Work and liaise with multi disciplinary teams such as the finance and development teams in Marlet. Experience of learning new skills in a fast paced environment. These range drafting documents at short notice to completing tax returns as an intern with RBK.

**Interests and Achievements**

* Interested in most sports, particularly golf. have played in many national and provincial tournaments and have represented Athlone golf club on many occasions, currently playing off 2.
* Interested in politics and current affairs and have read on the subject.
* Marist College prefect 2017.
* Academic award Marist College 2017.
* Junior captain Athlone golf club 2017.
* Connacht senior cup winner with Athlone golf club in 2015.
* Club match play champion Athlone golf club 2014.
* Member of Connacht golf elite and development underage panels 2011-2015.

**Referees**

References available upon request.