**CONOR WARD**

21 Beverton Lawns, Donabate, Co Dublin

Phone: (+34 658 33 84 83) E-mail:conorward98@hotmail.com

**EDUCATION**

**2016-Present Dublin City University: *Bachelor of Civil Law***

 Second Class Honours (Grade One)

**2018 – 2019 University of Valencia, Spain : *Erasmus Programme***

 Awarded a place on the competitive Erasmus programme based on first year results.

**2010- 2016 St Fintan’s High School, Sutton, Co Dublin: *Leaving Certificate***

**WORK EXPERIENCE**

**Mason Hayes & Curran, June – September 2016, May 2017 – August 2018, *Administrative Assistant (Real Estate)***

* Legal and factual research, assisted with document drafting and scheduling.
* Prepared a report, “The effects of Brexit on the Irish property market” which involved a detailed analysis of the legal and economic factors associated with Brexit which I presented to partners.
* Conducted research on the property portfolios of current and prospective clients.
* Followed up on post completion matters with other firms, issued NPPR Certificates of Discharge to purchasers’ solicitors, raised Replies to Objections and Requisitions on Title.
* Drafted Contracts for Sale and the closed residential sales transactions.

**DCU Socio Legal Studies Review, – Present, *Founder and Deputy Editor***

* Sought and received approval for formation of the DCU Socio Legal Studies Review from the DCU School of Law and Government.
* Arranged for budget and sponsorship plan.
* Put in place both the editorial and advisory boards.
* Edited submissions

**Best Menswear, Swords, Co Dublin, November 2016 – January 2017, *Sales Assistant***

* Participated in a customer service course conducted by Best Menswear Head Office which enabled me to consistently achieve my sales targets.
* Tasks included cash handling, stock rotation and provision of high-quality customer service.

**Jones’ Garden Centre, Donabate, Co. Dublin, *June 2014 – September 2014 Sales Assistant***

* Served customers and provided advice on gardening queries.
* Responsible for stock rotation and control, benchmarking activities and general cleaning and maintenance of the garden centre.

**ACHIEVEMENTS & HOBBIES**

* Founder and Deputy Editor of the DCU Socio Legal Studies Review. I pitched my idea to senior lecturers. On foot of their approval I put together an editorial board consisting of students from each year and three post graduate students.
* Voluntary charity work. In the summer of 2015 I spent two weeks volunteering in Zambia as part of a team where we dug drains and laid the foundations for a new school. We also fundraised €14,000 which was donated to the local council to help fund the completion of this school.
* Sixth year prefect to incoming first year students.
* Member DCU FLAC Society. I have attended several workshops where I assisted solicitors administer free legal advice to students.
* In Transition year I was assistant manager for the St Fintan’s Bank who took part in the AIB Build a Bank Competition. Our bank was placed in the top ten in Dublin.
* Played on various representative teams including the Leinster Metro rugby team and Dublin U15’s in GAA. Currently play gaelic football for the Valencia GAA club. This involves travelling to other cities such as Zaragoza, Barcelona, Seville and Madrid for competitive matches.
* Currently learning Spanish. Aim to progress to level B2 (Common European Framework of Reference for Languages) upon completion of Erasmus.

**REFEREES**

Rachel Carney Ronan Condon

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