**Name: Conor Coleman**

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**Education & Training:**

**Post Primary - (2008-2013):**

**St. Mary’s College, St. Mary’s Road, Dundalk, Co. Louth:** Leaving certificate results can be given upon request.

**Third- Level Education:**

**Dundalk Institute of Technology** **(2013-2016):** I have successfully completed an Honours Bachelor of Business Studies in Dundalk Institute of Technology, in which I achieved a 2:1 honours degree. The results of which can be given upon request.

**Dublin City University (2017-2020):** I have also successfully completed an Honours Bachelor of Civil Law (Law and Society) in Dublin City University. I achieved a 2:1 honours degree and the results of all examinations can be provided upon request.

**FE-1 Examinations Completed to Date:**

* Criminal Law.
* Law of Tort.
* Contract Law.
* Property Law.
* Equity.
* EU Law.
* Constitutional Law.

**Career History:**

**Hayes McGrath LLP, Dublin 2 – Legal Executive (High Court Defence Litigation) – (May 2022 – Present):**

My main responsibilities include:

* Preparation of pleadings and other legal documentation.
* Attending court for the purposes of preparing a watching brief, attending on Counsel etc.
* Liaising with clients, counsel, experts and other law firms.
* Manage busy caseloads.
* Reviewing Discovery documentation/drafting Affidavits of Discovery.

**Niall Breen & Co. Solicitors, Co. Louth – Legal Assistant - (June 2020 – May 2022):**

My main responsibilities included:

* Formatting and assisting in the preparation of briefs, pleadings, letters and other legal documents.
* Meeting clients with counsel/solicitors to take their instructions throughout the course of proceedings, such as drafting replies to Notice for Particulars etc.
* Conducting background research.
* Attending on Counsel in court.
* Drafting, filing and serving Court papers.
* General administrative office support – scanning of post, filing etc.
* Completion of PIAB applications.

**FTZ Ltd. T/A Three Mobile, Co. Louth – Supervisor - (July 2016 – Feb. 2021):**

My main responsibilities included:

* Training and development of staff.
* Achieve and surpass all sales targets.
* General administrative duties.
* Building relationships with business customers.
* Maintaining a high standard of data protection, including conducting audits within the store.

**Skills:**

* Proficient at Microsoft Word, Excel and PowerPoint.
* Strong knowledge of expd8, Thread Legal and Keyhouse file management software.
* Target driven.
* Reliable.
* Highly analytical.

**References:**

\*\*Available upon request\*\*