

## Conor Henry

Email- henryc9@TCD.ie

Mobile Number- 0863720286

LinkedIn- <https://www.linkedin.com/in/conor-henry-33b7a2202/>

### Profile

- Economics, Politics and Law graduate from DCU (2.1) and LL.M graduate from TCD (2.1).
- Strong relationship management, communication and negotiation skills developed from working in client-oriented environments in SVCO and An Post as well as in college group work.
- Strong work ethic with the ability to multitask and manage deadlines proven through consistent high performance in university while working both part time, and full time throughout my studies.
- Currently working toward a Traineeship role for September 2023 having successfully completed the FE1s in March 2023.

### Education

2022 | Trinity College Dublin

*Master of Laws (General) LL.M*

2021 | Dublin City University

*BA in Economics, Politics and Law*

2017 | Belvedere College S.J.

*Leaving Certificate*

### Work Experience

#### August 2022 – Present | Mason Hayes & Curran | Legal Assistant

- Responsibilities within this role include assisting Tusla (Child and Family Agency) in High Court proceedings for Special Care orders.
- Liaising with representatives of our client, respondent solicitors and the High Court officials to ensure the applications can be made in appropriate timeframes
- Drafting legal documents and booklets used in applications and filing said documents in court offices around Dublin
- Aiding my team in work for clients such as the Residential Tenancies Board which involves the enforcement of their Determination orders.
- Writing to clients and respondents, arranging for the swearing of affidavits, and attending hearings to take notes
- Assisting fee earners with Tusla applications in the Meath district courts
- Responsibility for preparing our clients representatives to give evidence in court and liaising with all legal representatives and the court office for section 18 hearing dates
- Processing fee notes as well as other billing responsibilities

#### March 2022 - August 2022 | Mason Hayes & Curran | Legal Assistant

- Worked with the projects team in the financial services department of MHC on several large loan sales projects
- Responsible for further assurances projects with particular focus on progressing applications through the property registration authority
- Responsible for management of deed packs, helping fee earners and corresponding with clients and the PRAI
- Chaired bi-weekly meetings of the further assurances team
- Responsibility for daily correspondence with clients such as Pepper Finance, AIB, BOI and PTSB
- Responsible for maintaining a positive working relationship with PRAI across numerous modes of communication

**May 2021 – September 2021 | NEXT Blanchardstown | Deliveries Operative**

- Worked within the delivery team of Next during the busy summer months
- This involved taking the clothes and homeware items and preparing them to be displayed on the shop floor
- Performance of these tasks was highly monitored through sophisticated timing systems, making this work extremely high pressure with constant deadlines

**December 2019- March 2022 | SVCO | Administrative Assistant**

- This involved working closely with the principal of SVCO part-time helping with admin work, data entry, bookkeeping and contacting and supporting relationships with clients.
- One of my largest responsibilities was debt collection for which I created a process map which is still used by SVCO
- Learned a lot about working in an office environment here through the blend of administrative work and my contact with customers of SVCO

**February 2019–October 2019| An Post | Night Supervisor**

- Promoted to an evening supervisor role in the largest delivery office in Ireland. This involved supervising the staff working in the registered mail locker
- Vast experience gained from the management of extra responsibilities e.g., deadlines, customer complaints/care and of fellow staff
- Responsible for resolving missing package claims as well as mail received in the office which was often of high importance e.g., Leaving Certificate scripts

**July 2018–February 2019| An Post | Postal Operative**

- Delivering packages and letters to various routes around Dublin 15
- High organisation skills gained from sorting of mail
- Full time work that had frequent 12-hour days

**Achievements**

**Work**

- Involved in the finalisation of two of Ireland’s largest loan sales in 2022 on behalf of AIB and PTSB
- Oversaw numerous successful further assurances projects which brought a large amount of revenue to the company
- Created and implemented a debt collection process still used by the principal at SVCO
- Assisted fee earners in successfully obtaining numerous childcare orders in High Court & District Court

**Sport**

- Played at a prominent level with both my local Rugby club, Coolmine, RFC and schoolboy rugby for Belvedere College, collectively for 14 years
- Developed leadership qualities when captaining teams
- Senior Cup winner with Belvedere College in 2017
- Avid Golfer and member of Hermitage Golf Club in Lucan

**Debating and Public Speaking**

- Leinster Senior Debating semi-finalist
- Organised one of the largest Mace debating competitions in the country for junior cert students
- Represented Ireland in the MEP in Copenhagen in 2017

**Charitable pursuits**

- Volunteered as a care assistant in Lourdes with Meath Diocese
- Cycled the Camino across Northern Spain in aid of the Belvedere Youth Club
- Volunteered on countless soup runs in inner city Dublin
- Volunteered in a Homeless hostel and Charity Shop
- Walked to Galway in aid of Francis Hospice, Irish Guide Dogs and Temple Street.

**College Societies**

- Accounting & Finance Society DCU
- The Law Society DCU
- The Philosophical Society TCD
- The Law Society TCD
- The Free Legal Aid Clinic TCD
- TCD Rugby

**References Available Upon request**