**Conor Quigley**
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**EDUCATION**

***FE1’s (***May 2023 – Present)

***Completed:***

* Law of Equity
* Law of Contract
* European Union Law
* Criminal Law
* Company Law
* Law of Tort
* Real Property

***Currently Studying:***

* Constitutional Law

***King’s College London****:* London, United Kingdom. (November 2020 – December 2022)

**Master of International Affairs**

Coursework: International Security Studies, International Relations, Global and Regional Security Studies, Conflict in International History, Intelligence, Espionage & Surveillance, Cyber Security, Proxy & Hybrid Wars, International Political Economy, Women, Peace & Security, Intelligence in Conflict & Dissertation.

Degree Classification Achieved: Upper Second Class Honours.

***Technological University Dublin****:* Dublin, Ireland. (September 2016 – June 2020)
**Bachelor of International Business & Languages (Spanish)**

Coursework: Corporate Finance, Global Economics, Consumer Behaviour, International Financial Systems, Principles of Management, Spanish Language, Spanish Communication, Spanish Translation, Spanish Language for Business, Erasmus & Dissertation.

Degree Classification Achieved: First Class Honors.

**WORK EXPERIENCE**

***Legal Aid Board*** (April 2024 – Present) Dublin, Ireland.

***Clerical Officer***

* Supporting team of mediators in the performance of their role within Family Mediation Services e.g. diary management, scheduling appointments, drafting correspondence, document preparation and collation, proofreading and binding mediation agreements, record-keeping, and other administrative duties as and when required.
* Operating case management system, ensuring input of all relevant information and that case files are updated frequently.
* Communicating regularly with clients over the phone and in person, acting as a point of contact at all stages throughout the mediation process, and when welcoming clients to our office for appointments.
* Engaging in training as and when required e.g. attendance at court, data awareness, trauma informed practice, de-escalation training etc.

***FlexiDrive*** (September 2023 – March 2024) Dublin, Ireland.

***Account Manager***

* Meeting with potential customers and clients and offering services tailored to their requirements.
* Developing customized training plans for clients and actively ensuring customers have the best possible experience suited to their needs and preferences.
* Working with instructors and monitoring performance, punctuality, and teaching effectiveness.
* Building and maintaining relationships with corporate clients who send employees for driver training.

***Excellence Center / Engage in Palestine*** (July 2022 – December 2022) Hebron, Palestine.

***Human Rights Intern***

* Engaging in various human rights initiatives.
* Researched a variety of human rights themes and related issues, including analysis of information, developments and trends related to human rights, and in particular, research, identify and analyze international human rights trends, development, policies, initiatives and/or legislation, assessing their impact and preparing documents and written summaries as agreed in each case.
* Provide remote support to the organization of the Excellence Center, meetings with non-governmental organizations and other meetings or events as required.
* Support the gathering of information, statistics and other data related to human rights; support human rights officers on specific priority regions and thematic areas and as such, take notes at relevant meetings; assist in drafting and editing various documents, reports, position papers, statements, talking points, presentations, and outreach materials.

***Skyline Scaffold*** *(*January 2022–June 2022) Vancouver, Canada.

**Scaffolder**

* Assembling, dismantling, and maintaining scaffolds used for construction, ensuring all safety guidelines are followed.
* Problem solving and troubleshooting issues related to scaffold assembly and stability, especially in relation to complex construction environments.
* Collaborating with clients, trade professionals and management to ensure project requirements are met.
* Adherence to all safety regulations and providing safe access to diverse construction sites.

***Joseph Brennan Bakeries*** *(*March 2020-December 2021) Dublin, Ireland.

***Production Specialist***

* Participate in all aspects of the production process for Brennan’s bread.
* Operate highly technical large-scale machinery that requires great attention to detail.
* Overseeing production to ensure orders are met and correct procedures are followed.
* Essential worker during the coronavirus pandemic.

**Emagination** (October 2019-March 2020) Dublin, Ireland

**Sales Associate**

* Leading a busy concession in a large retail store.
* Sales of personalized products and responsibility for meeting sales targets.
* Interacting with customers daily and acting as main representative of brand.

**CERTIFICATES**

**A & L Goodbody Commercial Technology Certificate**

* Completed a job simulation on Forage involving a data breach for A & L Goodbody’s Commercial Technology team.
* Drafted an internal memorandum advising on a client’s notification obligations under GDPR.
* Prepared a draft pro-forma data subject notification letter.
* Created Power Point slides in preparation for the Partner’s meeting with the client.

**Matheson LLP Ireland Commercial Law Job Simulation**

* Completed a job simulation involving different legal issues the legal team at Matheson does on a day-to-day basis.
* Proficiently analysed proposed amendments to an NDA, effectively comparing multiple versions, identifying issues, and offering recommendations.
* Demonstrated the ability to draft comprehensive advice notes, providing clients with clear explanations of complex legal matters, including regulatory regimes and appointment processes.
* Successfully completed an assessment that challenged understanding of civil litigation concepts, the Irish court system, and the legislative process.

 **LEADERSHIP EXPERIENCE**

***North Star Taekwondo Club, Killester, Dublin.***

***Team Captain***

* Communicate regularly with players and coaches about the goals set at the beginning of the season.
* Develop strategies to encourage and push teammates to effectively execute a game plan through adversity.
* Unite practitioners to take initiative for their season by working hard at every practice and match.

***Erasmus Student Network, Castellon, Spain.***

***Student Volunteer***

* Representative of organization dedicated to the integration of international students studying abroad.
* Responsible for planning social events and weekly excursions for students.
* Carrying out administrative tasks as well as budget allocation for community events.

**EXTRACURRICULAR ACTIVITIES**

***The Alzheimer Society oof Ireland***

***Fundraiser***

* Climbed Mount Kilimanjaro in Tanzania in September 2024 in fundraiser for the Alzheimer Society of Ireland, with funds going to those suffering with Dementia and the families of those affected.
* Have already exceeded my initial target of €2500 raised.

***Outreach Homeless Programme***

***Volunteer***

* Actively volunteered in giving supplies to homeless around Dublin City Centre.
* Took part in 100km run to raise money for purchase of new van to aid the programme.

**References available upon request.**