**CONOR WARD**

21 Beverton Lawns, Donabate, Co Dublin

Phone: (+353 86 223 2920) E-mail:conorward98@gmail.com

**EDUCATION**

**2020-2020    Trinity College Dublin: Master of International and European Business Law**

**2016-2020** **Dublin City University: *Bachelor of Civil Law***

Second Class Honours (Grade One)

                     Class Rank: 9th

**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:**

**Vistra, 32 Upper Merrion Street, Dublin 2, May 2020 – Present, *Company Secretarial Administrator***

* Assisting with the management of a large portfolio of clients operating in various sectors.
* Preparation of minutes, resolutions and associated documentation.
* Annual company law compliance services including Companies Registration Office filings and the preparation of necessary documentation to convene annual general meetings.
* Assist with the maintenance of statutory books and registers.
* Proactively support and advise clients in relation to their obligations under the Companies Act 2014.
* Liaise with external directors and shareholders, accountants, auditors, liquidators.

**Emerald Facility Services, Unit 20. Block 5 Port Tunnel Business Park, Clonslaugh Industrial Estate, Dublin 17 – July 2019 – October 2019, *Operative***

* Oiling and painting restoration for the Miesian Plaza, Ireland’s only modern listed building.
* Operating and ensuring the smooth running of machinery.
* Traffic control management.
* Power washing.

**DCU Socio Legal Studies Review, July 2017 – May 2020, *Founder and Editor-In-Chief***

* Sought and received approval for formation of the DCU Socio Legal Studies Review from the DCU School of Law and Government.
* Arranged the budget and sponsorship plan, ultimately resulting in a partnership with Arthur Cox Solicitors.
* Put in place both the editorial and advisory boards.
* Edited submissions.

**St. Patrick’s Irish Pub, Gran Via del Marques del Turia, Valencia, Spain -   November 2018 – July 2019, *Barman***

* Lead and coordinated the set-up of special events and private parties.
* Promoted upcoming bar events, programmes, and weekly trivia game nights.
* Assisted bartenders in maintaining adequate supplies and beer kegs for the bar and extended service area.
* Accurately calculated checks and made change whilst processing payments.
* Effectively handled customer complaints and special requests.
* Maintained stock levels to prevent shortages of critical items.
* Participated in bar incentives and contests to drive sales and promote the venue.
* Cleaned and stocked glassware, assisted with beverage service, and transported dishes to the kitchen.

**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.

**ACHIEVEMENTS & HOBBIES**

* Founder and Club Secretary of Donabate Rugby Football Club.
* Founder and Editor-In-Chief 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.
* I came second in the second in the Spanish National Gaelic Football Championship as a member of St Vincent’s Valencia GAA club.
* 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.
* Member DCU FLAC Society. I have attended several workshops where I assisted solicitors administer free legal advice to students.
* Sixth year prefect to incoming first year 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.

**REFEREES**

Can be provided upon request.