**Conor Williams**

35 Primrose Avenue,

Dublin 7

**Tel:** 086 2474727

**Email:** Conorwilliams1@live.co.uk

**Education**

University College Dublin BCL (with History) 2016

 2.1 Honours

FE1 Examinations 6 Exams Passed 2016

Dundalk Grammar School Leaving Certificate 2012

 500 Points

**Employment**

*Arthur Cox* Litigation Paralegal September 2017 – January 2019

Dublin

* Worked on a team involved in discovering documents on several large commercial litigation cases including tracker mortgage examinations
* Added to the audio assessment portion of the review assessing client calls for any potential breaches of Central Bank specified contraventions
* Reviewed and categorised documents according to type and flagged critical documents to the fee earner on the case
* Conducted regular meetings and updates on behalf of the support staff to the large litigation team on each particular matter and prepared books for counsel

*Matheson* Banking Intern May 2017 – July 2017

Dublin

* Worked as part of a team in the banking department involved in several loan and property portfolio transactions
* Researched various legal issues and presented findings to partners and solicitors
* Drafted documents as part of various transactions and prepared bibles for completed transactions
* Took part in training programmes in legal drafting, presentation skills, research skills as well as CSR projects

*Wonderglade* Management Team July 2017 – November 2017

Louth

* Worked in the property management wing of a medium sized property development company
* Communicated with residents and clients on a variety of issues related to construction projects
* Led a project to implement changes to energy systems on several projects to ensure more efficient and environmental use
* Present during negotiations for several residential and commercial projects

*Galligan Johnston Solicitors* Legal Intern June 2016 – September 2016

Dublin

* Worked with the firm’s partners preparing briefs for court and researching for meetings with clients
* Advised clients on how the new Companies Act affected their businesses and worked with the CRO on numerous matters
* Researched and prepared a number of documents lodged with the IPO and EUIPO dealing with intellectual property rights on a range of issues
* Worked on a team to organise a Brexit forum to discuss implications for financial technology companies and researched information on company registration used on at the forum and on the firm’s website

**Skills and Relevant Experience**

**Study Abroad:** I spent a year living in Prague, studying at Charles University. There I gained experience of different legal systems and approaches to studying and working with the law

**Legal Research:** I was formerly a member of the UCD Student Legal Service legal clinic team, which helps students with legal issues by informing them of the law and their options. Researched information presented to Brexit forum regarding financial technology businesses and company registration

**Leadership and Organisation:** Part of a team that raised €2,500 for various charitable projects in Zambia with Gorta-Self Help Africa and the Alan Kerins Project. €100,000 raised in total

Representative of Erasmus students in the European Law Students Association in Charles University Prague

**Communication:** Dealt with clients on a daily basis as a legal intern

Met with exchange students in UCD and aided them in settling in and meeting fellow students as a member of the Erasmus Society

**Driving licence:** Full clean licence for 8 years; car owner

**Interests and Activities**

* I am a keen rugby player and youth team coach with Dundalk RFC
* I enjoy travel and have lived abroad twice, visiting many cities around Eastern Europe and North America
* I enjoy music and play the drums to a grade 8 level
* Fan of rugby, football, golf, tennis and reading historical fiction

**References available on request**