**Cormac O’Donnell**

52 Siul na hAbhann, Mill Road, Corbally, Limerick.

Email: cormacodomhnaill@hotmail.com

Phone: 0851146100

**Education:**

* 2012 – 2016 **LLB (Hons) in Law with Sociology** at University of Limerick (Grade: 2.1)
* 2006 – 2012 **Leaving Certificate** at St. Munchin’s College, Limerick (Points: 450)

**Work Experience:**

**April 2017 – Present**

**Philip Lee**

**Legal Intern**

* Property Rotation :-
  + Worked as part of a team in the sale, purchase and letting of commercial and residential property.
  + Experience in acting for receivers in the management and sale of distressed property.
  + Reviewing of title deeds and reconstruction of title.
  + Reviewing of commercial leases and drafting lease reports.
  + Preparing and drafting contracts for sale, various deeds of transfer, closing documentation.
  + Conducting due diligence searches against persons, companies and properties.
  + Managing a high volume of cases whilst ensuring excellent client service.
  + Assisted in licence transfers in the District Court.
* Commercial Litigation Rotation :-
  + Undertaking complex research tasks pertaining to a variety of commercial litigation cases, particular emphasis on construction and procurement litigation.
  + Experience in alternative dispute resolution, having been involved in mediation and arbitration proceedings.
  + Regular interaction with clients.
  + Attending High Court proceedings and giving instructions to Counsel.
  + Making books of evidence, filing motions, swearing affidavits.
  + Drafting news articles for the firm’s website.

**November 2016 – December 2016**

**Fitzgerald Flowers**

**Christmas Tree Salesman**

* Selling of Christmas trees to the public and to commercial businesses.
* Excellent interpersonal skills and strong communication skills in engaging with customers.
* Charismatic and professional approach to customers to initiate sales.
* Delivering and putting up of trees at homes/places of work.

**September 2016 – November 2016**

**Blake Signs**

**Sheet Metal Worker**

* Worked as part of a team in the design, fabrication and installation of architectural signage for business in the Greater Los Angeles area.
* Work involved the use of heavy power tools, welding and sheet metal manipulation.

**June 2016**

**Crescent College Comprehensive**

**Reading Assistant and Superintendent**

* Assisting a Junior Certificate student with a learning disability in her exams.
* Preparing of examination paper and correct material.
* Reading of paper to student and supervising of test room.

**August 2015 – February 2016**

**Glucksman Library, University of Limerick**

**Library Attendant**

* Working on various projects in the University's library.
* Re-cataloging of the entire Library including special categories and academic journals.
* The accurate recording of material and relocation of items incorrectly sorted.
* Day to day tasks also included assisting library patrons to navigate the library and to locate library resources.

**May 2015 – August 2015**

**Skinny Wimps Moving Company, San Diego (J1-Visa)**

**Mover**

* Worked as part of a team in relocating companies and private residences to locations all across the West coast of America.
* Careful assessment of items to be moved was conducted at each job, with certain items earmarked for special attention. Those items would be wrapped and packed to reduce risk of any potential damage.

**August 2014 – January 2015**

**Allianz Insurance plc**

**Intern – Assistant Underwriter**

* Selected as part of a competitive process to intern in the New Business department while in University.
* This department engaged in risk assessment and the sale of insurance to businesses annually.
* Managing of existing client relationships and building of new client relationships.
* Data entering for various insurable risks and carrying out risk assessment.
* Resource for team for various tasks.

**April 2014 – Present**

**Shannon RFC Bar, Thomond Park**

**Bartender/Server**

* Operating the till and taking cash.
* Serving customers from behind the bar, offering advice on drinks.
* Ensuring all cash, float and till procedures are carried out in accordance with company policy.

**January 2014**

**Tughans Solicitors, Belfast**

**Legal Intern**

* Gained legal experience in Tughans Solicitors, a major commercial law firm in Belfast.
* Drafted and prepared legal banking documents.
* Experienced Chancery Court proceedings.
* Exposed to how large commercial law firms operate.

**November 2012 – November 2013**

**Crescent College Comprehensive**

**Sports Attendant**

* Managing the school’s astro-turf surface, sport pitches and changing rooms.
* Processing payments and issuing receipts to people using the sports facilities.
* Also responsible for the cutting, preparation and lining of rugby pitches for training and matches.
* Acted as a mediator if clients had any problems and passing feedback to the employer.

**Achievements/Additional Information:**

* Played rugby at an elite level. Capped for various Munster and Ireland underage rugby teams.
* Member of Munster Rugby Academy 2012/2013.
* Captain of School Junior and Senior Cup teams.
* Outstanding Contribution to Sport Award – St. Munchin’s College 2012.
* Sporting Achievement of the Year – St. Munchin’s College 2012.
* Selected and capped for the Ireland Schools U18 rugby, Finalist in the FIRA U18 European Championships 2012.
* Current member of Wanderers FC 1st XV Squad.
* Teaching English as a Foreign Language (TEFL) Certification.
* Completed the European Computer Driving License (ECDL).
* Very proficient in the use of Outlook, MS Word, Excel and PowerPoint.

**Referees:**

* Audrey Hannon, Sales Manager, Allianz Insurance plc, Merrion House, Merrion Road, Dublin Tel: +35877382671 Email: audrey.hannon@allianz.ie
* Dave Fitzgerald, Owner, Fitzgerald Flowers, Eastway Business Park, Ballysimon Road, Limerick Tel: +35361423700 Email: dave@fitzgeraldflowers.ie