

**Curriculum Vitae**  
**Craig Farrar**  
**Phone: 087 330 9129**  
**Email: [craigfarrar92@gmail.com](mailto:craigfarrar92@gmail.com)**

**Career Objective**

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I am a hardworking and ambitious professional with extensive in-house legal experience. I have previously held logistics, customer service and banking roles. I intend to utilise my well-rounded skillset in order to attain and complete a traineeship in a commercial law firm.

**Education**

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<b>Coláiste Bhríde, Carnew</b>	<b>Wicklow, Ireland</b>
<i>Leaving Certificate Points: 510</i>	2007-2013
<b>University College Dublin</b>	<b>Dublin, Ireland</b>
<i>Second Class Honours, Grade 1 Bachelor of Civil Law with Social Justice</i>	2013 - 2017

**Experience**

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<b>Irish Water</b>	<b>Dublin, Ireland</b>
<i>Legal Officer</i>	November 2018 – Present

- Drafting correspondence for both contentious and non-contentious matters.
- Drafting pleadings.
- Preparing briefing notes for counsel and external solicitors in relation to a range of key matters.
- Liaising with the client in relation to legal issues and escalating these issues to the appropriate member of the IW legal team where necessary.
- Co-ordinating a centralised working group dealing with contractual risk arising from the Covid-19 pandemic and providing direct support to the group chair. Preparing reports on the work of this group for the IW Head of Legal.
- Preparing weekly updates on the Irish Water position on contractual risk arising from the Covid-19 pandemic for the Ervia Chief Legal Officer. Includes investigating any queries raised by the CLO.
- Conducting legal research as required by the IW legal team. Ranges from general review of legislation to analysis of obscure legal issues arising in the course of IW's functions.
- Processing the payment of selected legal invoices.
- Provide general administrative support as required by the Irish Water Legal team including the litigation and dispute resolution, property, construction and environmental functions.
- Responsible for updating and maintaining a register detailing all litigious matters which Irish Water is involved in.

<b>Self-Employed</b>	<b>Wicklow, Ireland</b>
<i>Sports Journalist</i>	August 2016 – October 2019

- Reported and commentated on a range of sporting events for regional and national newspapers.
- Conducted interviews with athletes and administrators.

<b>Labatt</b>	<b>Toronto, Ontario</b>
<i>Logistics Associate</i>	August 2018 – October 2018

- Co-ordinated orders for large customers across Canada which included receiving, treating, and processing time-sensitive orders for large customers.
- Engaged in analytical activities including inventory surveys and KPI reporting.

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**Scotiabank**

**Toronto, Ontario**

*Mortgage Funding Officer*

June 2018 – August 2018

- Reviewed applicant and legal documentation to ensure all funding criteria was satisfied.
- Liaised with brokers, lawyers and client relationship managers to ensure a large volume of mortgage agreements were processed accurately and efficiently.

**Cadillac Fairview**

**Toronto, Ontario**

*Administrative Assistant/Receptionist*

November 2017 – May 2018

- Acted as the first point of contact for customer and tenant complaints.
- Reviewed financial documents and reported on discrepancies to senior management.
- Drafted and prepared communications to be distributed to tenants on behalf of management.

**Irish Water**

**Dublin, Ireland**

*Customer Service Agent*

May 2017 - October 2017

- Analysed and categorised different categories of complaints cases. Reduced problematic complaint categories and successfully cleared a number of major complaint backlogs.
- Calculated and applied credit adjustments for customers.

**Irish Water**

**Dublin, Ireland**

*Legal Intern*

May 2016 - September 2016

- Conducted research for the legal team.
- Filed pleadings in the Central Office.
- Engaged in proofreading and editing duties for commercial contracts.

**Key Skills**

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- Excellent track record of engaging with colleagues, customers and clients in a positive and effective manner.
- A quick learner with a strong ability to adapt and improvise as the need arises.
- Superb team player with a proven work ethic and strong interpersonal skills.
- Strong IT skills.
- Proven history of completing tasks and projects on time and to a high standard.

**Interests and Hobbies**

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- I am a playing member of Ballymanus GAA, Coollattin Golf Club and Aughrim Rangers FC. I am a regular participant in various fundraising activities undertaken by these clubs.
- I have a keen interest in reading and sports analytics.

**References**

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Excellent references available on request.