**DANIEL O’TOOLE**

**Address:** 3 St. Gabriel’s Court, Old Bray Road, Cabinteely, Dublin 18

**Date of Birth:** 06/10/1993

**Mobile Telephone Number:**  +353860636713

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**Career Aspirations**

* Highly motivated student with excellent communication and interpersonal skills. Variable work experience already gained. Excellent analytical and problem solving skills. Humbly confident personality. Keen to secure a position in the commercial law field, in a global, reputable and learning organisation.

**Education**

 ***University College Dublin***  (2012-2016)

* Studying: **Law with Politics**. (Final Year)
* Completed Stage 3 with **GPA of 3.49** (on course to achieve a Second Class Honours, Grade 1 overall)
* Completed an **Erasmus** exchange at **Charles University Prague**

 ***Blackrock College, Blackrock, Co. Dublin*** (2007-2012)

* Leaving Cert: 515 points (all Honours Level)
* Awarded **Honours Medal 2009** for academic excellence
* Awarded **Halls of Residence Medal** **2012** in final year of school for contribution to life in the boarding school

***Willow Park School, Booterstown, Co. Dublin*** (2006-2007)

* Elected class captain
* Awarded **Gold Medal** for academic excellence

**Work Experience**

* **Active Legal Services Ltd,** Legal Secretary (August 2015-present)
* Position specialising in debt collection litigation
* Draft legal documents, review cases and recommend next course of action, make contact with debtors and register costs on system
* **MD O’Loughlin & Co Solicitors,** Office Assistant (July 2015)
* General administrative duties, preparing briefs for court, updating Keyhouse database and reorganised filing system
* Worked with staff of eight and asked to stay on as employee of Active Legal Services Ltd for foreseeable future
* **Patrick O’Toole Solicitors,** Office Assistant (2012-2015 periodic)
* Responsibilities included typing and filing of legal documents, using all parts of Microsoft Office, taking telephone calls and often attending court
* Worked alongside three solicitors in a friendly, informative environment
* **Kevin Barry Ironworks (San Francisco),** Administration (June 2014 – August 2014)
* Duties included taking multiple phone calls, organising product orders, scheduling appointments and negotiating price deals
* Job included significant amount of communication with people of different nationalities

**Interests and Achievements**

* I’m a registered volunteer for **Special Olympics Ireland**, assisting with swimming lessons weekly
* I’m an active member of **the UCD Student Legal Service**, where I am involved with conducting clinics to help other students and also am currently participating in its annual Negotiation Competition
* I took part in a journalistic internship with **iForum** in Prague, which involved publishing articles about college events on its website
* I completed a **Europe Meets School** voluntary scheme in 2014, where I visited schools in Prague to present a project on the subject of my choice
* I am an avid GAA player having previously been both a member of UCD GAA and St. Patrick’s GAA clubs, and played with **Prague Hibernians GAA**
* I am also a member of a tag rugby team in UCD and enjoy playing darts
* Attained Honours in **Royal Irish Academy of Music Public Speaking Exam** Grade 7 and **Royal Irish Academy of Music Trumpet** Grade 5

**References**

* Paul Anthony McDermott, Barrister and Lecturer of Law in UCD – available by email at pmcdermott@ucd.ie
* Paul McLoughlin, Principal at Active Legal Services Ltd– available by email at markmalone4@hotmail.com