**Curriculum Vitae**

**Danny Heffernan**

**LL.B (Hons), MA (Hons) Dispute Resolution**

**Glenshandan Lodge, Swords, Co. Dublin.**

**🕿 01-8408838/ 0863843540 🖂** [**dannyheffernan912@gmail.com**](mailto:dannyheffernan912@gmail.com)

**Personal Profile**

I have a proven record of hard work, determination, and willingness to develop new skills. I am a dedicated, conscientious worker with good interpersonal and communication skills. Furthermore, I am pro-active, motivated and a fast learner who enjoys the rigorous demands of a busy work environment and believe I can make an excellent addition to any company.

**Education & Qualifications**

**2013(October) – 2014(October): Law Society Entrance Exams**

* I have successfully completed all FE-1 Entrance Examinations

**2011-2012: MA in Dispute Resolution (Independent Colleges)**

* Honours 2:1
* In my MA I studied: Mediation: Theory & Practice, Arbitration: Law & Procedure, Negotiation: Theory & Practice, Workplace Dispute Resolution, Understanding Conflict & Dispute Resolution and Research Methods
* Dissertation – “Mandatory Mediation: A Proposed Solution to the Current Mortgage Arrears Crisis”

**2008-2011: LL.B (Hons) Irish Law (Independent Colleges)**

* Honours 2:1
* In my LL.B I studied: Company Law, Contract Law, Constitutional Law, Criminal Law, Law of Tort, European Union Law, Land Law, Jurisprudence, Law of Equity and Trusts, Administrative Law, Law of Evidence and Legal Systems

**2002-2008: Leaving Certificate (Belvedere College S.J.)**

* Points obtained: 495

**Work Experience**

**September 2015 – Present – Intern at Hayes Solicitors**

Responsible for providing assistance on a variety of issues including;

* Drafting correspondence to Clients including Family Home Declarations, Deeds of Discharge and assisting in the preparation of Contracts for Sale
* Researching material for legal articles for the Hayes website
* Preparation of Corrective Affidavits (Form CA26) for Probate
* Scheduling sets of title deeds, packaging them and registering them for storage
* Communicating with banks re collection of title documents, accountable trust receipts and mortgage applications
* Researching various commercial issues including the Multi-Unit Development Act 2011, the NPPR and the updated Law Society Objections and Requisitions on Title 2015
* Responsibility for general administrative duties including filing, banking lodgements and photocopying

**2008-September 2015 - General Manager of Glenshandan Lodge**

* Duties include; marketing, stock control, human resource management, financial management and reservation management

**Key achievements, Skills & Attributes**

* Proven analytical attributes and excellent written and verbal communication abilities, developed through university assignments, dissertation and simulated role-plays
* Exceptional interpersonal skills – able to interact easily with customers, colleagues and management, skills honed through my current role as assistant manager of the family business
* Young, energetic and goal orientated - would thrive in a fast-moving, target-driven environment, have proven that I am capable of handling pressure balancing the demands of college and work effectively
* Honest and trustworthy
* Skilled in MS Word, Excel and internet
* Committed to ongoing professional development

**Hobbies, Community & Voluntary Interests**

* Completed 350km cycle of the Santiago de Compostela pilgrimage in Northern Spain in aid of the Belvedere Youth Club (April 2006)
* Voluntary work for Saint Vincent de Paul including preparation of Christmas hampers for the underprivileged families in the locality
* I worked with patients requiring rehabilitation and continuing care at The Royal Hospital Donnybrook
* Helped organize and participated in the Belvedere College sleep-out for Temple St hospital.
* All Ireland Schools Hammer Throwing champion
* Member of the Belvedere Junior Cup Panel 2004/2005
* Keen interest in Vintage Car Rallying
* Member of the Belvedere Past Pupils Union