19 Meadowlands

**DAVID HEATLEY**

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Ambitious and enthusiastic LLB Law with Politics graduate seeking to attain a career within an established commercial law firm with international reach, building on academic experience and developing specialist knowledge.

EDUCATION

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| **Queen’s University Belfast** Sept 2010-June 2014  |  **LLB Law with Politics**2.1 |

* Successfully selected to represent QUB on a Degree Plus accredited study tour of London, taking part in workshops ranging from advocacy to ADR at twelve leading commercial firms.
* Have experience working on group projects and am able to effectively communicate researched findings in written as well as oral presentation format.
* Acquired an ability to deal with problems in a structured, systematic and efficient way.
* Strengthened analytical and critical evaluation capabilities.
* Have written articles for Queen’s Law Society magazine “The Verdict”.

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| **Albright College, Reading, Pennsylvania**Aug 2012-May 2013  | **Diploma in Business Administration & Management**Cumulative GPA: 3.2  |

* Received the British Council Study USA Scholarship to study American Business Practice for one academic year.
* Modules included Business Law, Principles of Selling, Marketing and Management Principles.
* Successfully completed the Degree Plus business project requirement. My chosen topic was to assess the financial management of Albright College’s Domino Player theatre troupe, an organisation with which I became heavily involved.
* Displayed originality by corroborating with fellow college students to create a short film for my personal development portfolio; an ambassadorial project reflecting on my experience studying abroad.

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| **Abbey Grammar CBS, Newry**  |  |

**A-LEVEL 2010**

History (A\*) English Literature (A) Mathematics (A) Spanish (B) (AS Level)

**GCSE 2008**

11 GCSE’s: Mathematics (A\*), Religious Studies (A), English Literature (A), Irish (A\*), English Language (A\*), Spanish (A), Drama (A), History (A\*), Double Award Science (AA), Additional Mathematics (A).

* Achieved the position of Senior Prefect and was elected to Senior Student Council by my peers.
* Received the Brother Edmund Rice Award for my charity work with the Zambian Immersion Project.

VOLUNTARY EXPERIENCE AND INTERESTS

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* Volunteered to assist Albright College’s Domino Players with the manual labour aspect of reconstructing stage sets. Also raised money through improvisational comedy performances.
* I devised and organised many different fundraising events for the Zambian Immersion Project, including bag packs, quiz nights and raffles. Whilst in Zambia I taught Grade 5 children covering basic maths and English. I also assisted a local health care centre, administering medicine to sufferers of HIV and Aids.
* I love to travel, witnessing new and unique cultures from my own. Last summer I travelled around Thailand andCambodia for a month following my graduation. This summer I visited several European cities on an inter-railing trip with friends, including Venice, Berlin and Budapest.
* I have a passion for creative writing and enjoy creating my own scripts for both stage and screen as recreational pet projects. I love the outdoors, hiking especially, as well as going to the theatre.

Relevant work experience

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| **Arthur Cox** *Belfast*November 2014 - Present | **Paralegal** |

* As a mortgage litigator in the Litigation and Dispute Resolution department my responsibilities include negotiating arrangements between borrowers and our client, Lloyd’s Banking Group, as well as the execution of court proceedings and ensuring the recovery of assets.
* Show excellent time management and prioritisation when dealing with a variety of tasks due for completion with strict deadlines.
* Required to draft letters, issue originating summons, redact documents, prepare affidavits and compile bundles of court documents, developing an acute attention to detail.
* Participated in several initiatives promoted by the firm’s Corporate Social Responsibility Committee including an environmental Park Clean Up and membership of a relay team in the Belfast Marathon.

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| **Travers Smith***London*July 2015 |  **Vacation Scheme Participant** |

* Gained valuable exposure to high-profile work sitting in both the Competition and Private Equityteams, including research in accordance with merger control, dawn raids and drafting a non-disclosure agreement.
* Benefitted from a mixture of contentious negotiation/ dispute resolution interactive workshops and the commercial focus of seminars ranging from Company Acquisition to Corporate Structure.

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| **Berwin Leighton Paisner***London*June 2015 | **Vacation Scheme Participant**  |

* Worked in the Structured Debt and Capital Markets team, helping to review mortgage loan documents and attending conference calls on different matters.
* Undertook various contemporary research tasks when sat in the Private Client team such as the effect the new summer budget will have on dividend tax and the non-domicile status of some of the firm’s clients.

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| **Axiom Law***Belfast*August 2014 – November 2014 | **Document Reviewer** |

* Worked on behalf of a private client, a major UK lending institution, for Axiom’s Real Estate Projectsteam.
* Reviewed and analysed documents of title as well as conducted Land Registry searches.
* Meticulously populated a due diligence excel spreadsheet, providing our client with an overview of their property portfolio. My IT skills have increased dramatically as a result of this.

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| **Teleperformance***Newry*August 2011 -August 2014 | **Customer Service Representative** |

* Worked for the E-on, Sainsbury’s Online and Vodafone campaigns, mainly involved in technical support and customer service. Explained to customers both the variety of tariff rates and the payment plan options on offer, including setting up Direct Debits.
* Built rapport with customers, taking the time to fully explain the terms and conditions that applied to their contracts.

**References:**

**Academic** - Dr Ciara Hackett – E-mail: c.hackett@qub.ac.uk (*Queen’s University, Belfast*)

**Employer** – Cary Geraghty – E-mail: cary.geraghty@arthurcox.com (*Arthur Cox, Belfast*)