# E-mail: eddieorourke@yahoo.co.uk Date of Birth: 16/06/1997

Highly focused, proactive and motivated student in University College Cork. Expect to graduate in the summer of 2019 with a First Class Honours Law (BCL) degree.

Education

## UNIVERSITY COLLEGE CORK

### Law (BCL)

Tel: 00 353 85 2423931

**Relevant Modules:** 

- Law of Property
- Law of Equity
- Law of Torts
- Achieved a Second Class Honours (2.1) Result in 2<sup>nd</sup> Year (64% Overall). Hoping to achieve First Class Honours Result Overall for my final year. Currently at 66% average for final year, however 2 of my exams are in the process of being rechecked.

#### INTERMEDIATE SCHOOL KILLORGLIN

- Leaving Certificate: Achieved 540 points out of a maximum of 600 (99<sup>th</sup> Percentile).
- A1 grades in higher level History, Geography and a B1 in English.

### **Employment History**

**Relevant Work Experience:** Healy Crowley Ahern solicitors – Killorglin/ Caherciveen Co. Kerry (www.hcalaw.ie) Summer Intern

- I worked closely with clients mortgages, namely reviewing client files and confirming whether our undertakings to the bank had been discharged. This involved writing correspondence to the various financial institutes.
- Similarly, I was tasked with preparing clients' certificate of title folders, which would subsequently be sent to the bank. As such, I became familiar with all the relevant property documents involved in the mortgage procedure.
- Some days I spent solely shadowing the principal solicitor and attending all in office and out of office meetings alongside him. He would explain to me the details of the meetings and I would subsequently take notes in the meetings. The types of meetings varied from client to client and as a result I got invaluable exposure to the typical working day of a busy solicitor.
- Trusted to make inquiries as to share prices and update our clients share price data base accordingly.
- Often attended Court with the firms criminal solicitor. He would brief me on his upcoming cases and I would observe these cases and take notes. Being in Court for the full day I was exposed to all different types of cases and became acquainted with court procedure, the language of the court and the different types of cases.
- Often tasked with drafting letters of correspondence to banks, other firms and clients of ours. As such I became familiar with the structure, wording and style of legal correspondence.
- Developed communication skills and teamwork through working as a close-knit, results focused team.

#### **Other Work Experience:**

#### T.K. Maxx – Sales Assistant

Help provide excellent, amicable customer service even when dealing with pressure situations during the busy tourist period in Killarney.

#### J.M. Reidys Bar and Cafe – Floor Staff

As not all shifts were timetabled, I was often called into work on days off etc. As such, I was able to adapt to an unpredictable schedule and work on short notice, or for longer than my shift was meant to last.

# Interests and Achievements

#### **Computer Skills:**

- Competent user of Microsoft Excel, PowerPoint and Word.
- Familiar with the legal software Documatics
- Efficient typist (223 CPM/ 45 WPM)

### **Sports:**

- Represented Kerry at underage level in Gaelic football
- Volunteer coach for underage basketball and Gaelic football in my club

### **History:**

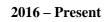
- Great interest in reading about later modern history
- Achieved an A1 in history at leaving cert

- Privacy and Data Protection
- Revenue Law
- Law of Contract

July - September 2018

**May – July 2018** 

#### Nov 2017 – Present



2010 - 2016

# **Eddie O'Rourke**

References will be provided upon request