**Edward Fortune**

**Mobile: 086-2372049**

**E-mail: ted\_fortune@yahoo.com**

*I am an ambitious, determined and diplomatic individual with a Masters in Commercial Law. I am meticulous and thorough with an eye for detail. I pride myself on my analytical and organisational skills, enterprising attitude and lateral thinking. I am a fast learner and excellent communicator. I also have a proven record of problem solving.*

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**Education**

**FE1 Exams**

**Passed:**

Company Law, Contract Law, Criminal Law, Tort Law and Property Law.

**April-May 2015**  **Office of the Refugee Documentation Centre**  **Country of Origin Information Course**

**2011-2012**  **UCD**  **Masters in Commercial Law**

**Modules Completed:**

Commercial Arbitration; European Banking Regulations; Advanced Issues in European Competition Law; The Regulation of Food Safety and Quality, The External Relations Law of the EU; International Trade Law; Dissertation (Economic Partnership Agreements between EU and African countries).

**2006-2009**  **DCU**  **Bachelors in Economics, Politics and Law**

**Legal modules completed:**

Constitutional Law; Law of Contract; Criminal Law; EU Law; Equality and Discrimination Law; Law of Torts; Employment Law; Law of Equity; Law of Evidence; Company Law; Property Law; Competition Law; Jurisprudence.

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**Work Experience**

**Louise M Corrigan & Associates  legal assistant**  **September 2016 - Present**

* Assisting a solicitor with a broad range of Irish immigration applications;
* Assisting a solicitor with preparing necessary documents for US based companies with expansion/relocation to Ireland;
* Advising clients and their employees regarding their rights to reside in Ireland;
* Assisting a solicitor with applications for E2 visas for Irish companies and their employees to expand to the United States; and
* Various other administrative tasks.

**Department of Justice**  **member of the case processing panel**  **October 2016 - Present**

* External contractor;
* Analysing legally complex deportation cases (under section 3 of the Immigration Act, 1999) and providing my findings and recommendations to an officer of the Minister whether an applicant should be removed from Ireland; and
* Producing robust reports able to withstand the scrutiny of the judicial review process.

**Immigrant Council of Ireland**  **legal executive**  **March 2011 – January 2016**

**Achievements:** helped countless clients with their application for Irish citizenship, residency and entry visas; answered thousands of e-mail and phone queries regarding Irish immigration system.

* Assisting in-house solicitors;
* Meeting with clients and government officials;
* Taking attendance notes;
* Updating database and files;
* Conducting research for in-house solicitors;
* Assisting in preparation of briefs for counsel;
* Providing advice and support on immigration matters to members of the public;
* Identifying strategically important cases and referring them to in-house solicitors;
* Drafting letters to clients and to the Department of Justice;
* Liaising with counsel, various state departments and third party agencies;
* Providing training to Citizen Information officers, solicitors, barristers and volunteers;
* Managing front desk; and
* Attending migration conferences in Ireland and abroad.

**Shenkton Ltd, Clare St, Dublin 2**  **senior stock take assistant**  **January 2007 – March 2013**

* Counting stock;
* Analysing data;
* Producing reports;
* Managing and training crew;
* Conducting quality control; and
* Communicating with clients.

**Free Legal Advice Centres, Dublin**  **legal assistant (volunteer)**  **February 2012 – Present**

**Achievements:** Golden Pin Award;

* Working in different areas of law: insurance, personal injury, employment, family, consumer and immigration;
* Assisting lawyers during clinics;
* Conducting on-the-spot research;
* Providing a supervised legal advice; and
* Gathering data for statistics purposes.

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**Skills**

* Excellent IT operator (Microsoft Office, web design and other software);
* Strong analytical and organisational skills;
* Problem solving;
* High adaptability;
* Great team player;
* Excellent verbal and written communicator; and
* Fluent in Russian and Ukrainian (conversational and business).

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**Interests**

* Windsurfing;
* Scuba diving;
* Enjoy reading books on history;
* Keeping abreast of current affairs; and
* Voluntary work.

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**References**

* References available on request.