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| **Eoghan Flynn** | | **DOB: 27/10/1995**  **ADDRESS: Loughville, Lahinch Rd.**  **Ennis, Co. Clare**  **MOBILE: (086) 2497936**  **HOME: (065) 6842794**  **EMAIL: eoghanflynn@icloud.com** | |
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| **OBJECTIVE:** | Currently seeking to obtain a traineeship while studying for my remaining Law Society entrance exams. | | |
| **EDUCATION:** | **Ennis National School , Ennis, County Clare***(2000-2008)*  **St. Flannan’s College, Ennis , Co. Clare***(2008-2013)*  Achieved 460 points in Leaving Certificate National Examination  **National University of Ireland, Galway***(2013- 2016)*  Bachelor of Civil Law, achieved 2:1 average | | |
| **EMPLOYMENT:** | **Michael Houlihan & Partners, Solicitors, Ennis, Co. Clare**  (Office Clerk June/July 2013, May/June 2015 and June-August 2017)   * Using in-office file management databases for admin. duties * Entrusted with bringing documents/affidavits to other local firms to be sworn * Preparing case management information forms for Insurance companies as part of defense litigation for Clare County Council * Listing title documents and drafting appropriate documents * Preparing briefs for counsel and attending Court with solicitors, including wardhsip of court cases in the High Court | | |
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|  | **Munster Group Insurance, Ennis Co. Clare** (Summer Intern – August 2013)   * Responsible for general office duties including post, printing and scanning * Using in-office file management databases for administrative duties | | |
|  | **Acorn Life DAC, St. Augustine Street, Galway** (Summer Intern May-August 2016)   * Preparing data access requests for clients under the Data Protection Act in the compliance department * Researching the implications of various EU directives and regulations * User acceptance testing of new compliance software and other computer based tasks * Reviewing various compliance policies in the areas of data protection, anti-money laundering and whistle blowing * Assisting with the drafting of a data retention policy * Updating the data error and breach file * Experiencing how a financial institution is regulated by the Central Bank and how it achieves compliance with regulations | | |
|  | **Holmes O’Malley Sexton Solicitors, Bishopsgate, Henry Street Limerick** (Intern, October 2016)     * Assisting solicitors with preparations for court by drafting and assembling various documents * Researching and understanding litigation procedures * Office duties such as printing, preparing briefs for counsel and delivering documents to other firms for swearing * Attending Court with solicitors and clients | | | |
|  | .**Byrne Wallace Solicitors, 88 Harcourt Street, Dublin** 2 (Intern, May 2017)   * Working in the property department, carrying out various conveyancing related tasks * Assisting the head of department and other solicitors with documents and contracts relating to large scale transactions * Reviewing files, leases and contracts | | |
| **SPORT**  **PARTICIPATION** | * **Hurling**; Member of Eire Og Inis GAA Club. Current member of Eire Og Junior A squad. Previous member of NUIG Intermediate Hurling Squad * **Rugby**; Active member of Ennis Rugby Football Club until departure to University * **Golf**; Current member of Lahinch Golf Club * Treasurer of the NUIG Free Legal Advice Centre for the 2015/2016 academic year * Polling Clerk for the 2016 general election | | |
| **REFERECES** | Pauline O’Kane Dr. Padraic Kenna  Office Manager Lecturer, School of Law,  Michael Houlihan & Partners NUIG,  9/10/11 Bindon Street padraic.kenna@nuig.ie  Ennis, Co Clare  065-6846000 | | |
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