**Eoin Naughton**

*E-mail:* egnaughton@gmail.com *Mobile Phone Number:* 0858512382

**Personal Profile:**

I am a recent International Business Law graduate who is looking to start their career in law. I graduated with a 2.1 in International Business Law, having maintained that standard throughout the year. I am currently studying to sit the FE-1 exams in October. This follows on from my study of Economics, where I graduated with Honours. I am an ambitious and team oriented person, who has the desire to succeed in a fast paced and constantly changing environment. A dedicated and adaptive person who is always seeking to learn and develop, I pride myself on my ability to keep calm under pressure and to meet any deadlines to the highest standard.

**Qualifications**

**2021 to Present**

**Law Society of Ireland**

FE1 Examinations

* Property Law
* Tort Law
* Criminal Law

**Matheson Virtual Experience Certificate**

Modules completed:

* Project Jab: Non-disclosure Agreement
* Appointment of a temporary Pre-Approval Controlled Function (“PCF”) with the Central Bank of Ireland (“Central Bank”)
* Litigation Learning
* Finance and Capital Markets

**2019 – 2020 Maynooth University**

* LLM International Business Law (Hons)

**2015- 2018 University College Dublin**

* BA Economics (Hons)

**Employment Experience**

* **ByrneWallace LLP** (August 2022 – Present)

I am currently employed as a Paralegal in the Litigation & Dispute Resolution department. My duties currently include;

* conducting research on relevant matters,
* liaising with clients and third-party solicitors as required,
* compiling books of evidence,
* creating and editing bills as required,
* performing general administrative tasks
* taking and executing instructions from fee earners,
* **Orpen Franks Solicitors (**February 2022 – August 2022)

I interned in the Commercial Property department of Orpen Franks, where my duties included conducting research on ongoing matters, corresponding with clients and public bodies such as County Councils and Government Agencies, attending client meetings and providing assistance on any matters that arise. While I may have been employed in Commercial Property, I have also provided assistance to departments such as Litigation, Family Law and Private client on any matters that require immediate attention.

* **Allied Irish Bank (**April 2021 – February 2022 **)**

I was tasked with receiving calls from customers and working to resolve their queries relating to phone and internet banking in a professional and legally compliant matter. This means that I had to work professionally and quickly to ensure that customers received a satisfactory service. I demonstrated my ability to put the customer first by acting professionally over the phone and ensuring that I had the appropriate knowledge to resolve their issue.

* **Powerscourt Hotel** (April 2019 to April 2020)

I showed my ability to adapt to new employment circumstances by working with people from diverse backgrounds. This forced me to improve my communication skills in order to ensure that my duties were carried out correctly. I demonstrated my ability to prioritise work tasks under time pressure and anticipate any further requirements in order to ensure complete efficiency. I was tasked with providing service to senior restaurant staff by ensuring there were enough supplies of essential kitchen equipment to ensure the efficient provision of service.

* **Life Style Sports** (June 2018 to April 2019)

I was tasked with organising and maintaining supplies on a busy shop floor, while also ensuring that any customer requirements were met fully. This often meant that I had to use the online store to check stock levels in other stores if we did not have what was needed. I also helped to manage any deliveries that came in and distribute the contents to the shop floor and stockroom to fully satisfy our customers.

* **Eversheds Sutherland** (July 2017 to August 2017)

I was assigned to the commercial department of an international, full service law firm. This involved sitting in client meetings and taking accurate notes of what was discussed for relevant parties. I was tasked with the organisation of documentation for clients, which required me to cross-refer to the client and ensure that all documents were organised in chronological order to establish a timeline of events. I was assigned the task of using e-discovery software to help senior solicitors retrieve relevant documentation.

* **A.C Forde & Co. Solicitors** (June 2017 to July 2017)

I was assigned to the litigation and conveyancing departments of a general practice firm. I was mentored during my time by a senior solicitor, who took the time to explain the steps involved in the process so I could apply these steps to the work I was assigned. I supported senior solicitors in the preparation of documents relating to court appearances and clients. I was tasked with the preparation and examination of affidavits, ensuring that they corresponded with previous client statements and that they would be admissible to the Court. I also attended Court proceedings and ensured all relevant documentation was filed. I was also tasked with maintaining and organising archives of deeds for the conveyancing department, which involved cross referencing the documents to the relevant client and ensuring they were dated in chronological order.

* **Woodies DIY Carrickmines** (April 2016 to April 2017)

I worked in every section of the shop and I learned technical skills that could be used to satisfy customer demand. I was tasked with understanding the differences between particular products, and explaining these to the customers in a coherent way. This forced me to develop my communication and interpersonal skills, in order to positively contribute to the efficient running of a large warehouse and shop floor. I was tasked with contributing to the annual stocktake, which involved the efficient allocation of time to both provide excellent customer service and properly assess the levels of stock in the warehouse.

* **ATC Language and Travel** (June 2015 to August 2015)

I greeted groups of foreign students at Dublin Airport. I ensured they were safely transported to their accommodation and that the accommodation was suitably prepared for their arrival.

**Extracurricular and Volunteer Experience**

* SVP member
* St Gerard’s School Outreach Programme, Zambia

 **Current Activities/Hobbies**

* Full Clean Irish Driving Licence since September 2017
* I am currently an active member of Delgany Golf Club.
* I am currently an active member of Old Wesley Rugby Club.

# Accomplishments

* Committee Member of UCD Men’s Hockey Club for the 2016/17 and 2017/18 seasons.
* Member of UCD Commerce and Economics Society for the 2015/16, 2016/17 and 2017/18 Academic years
* Member of UCD Law Society for the 2015/16, 2016/17 and 2017/18 Academic years
* Member of UCD Economics Society for the 2015/16, 2016/17 and 2017/18 Academic years
* St Gerard’s School Senior Cup Rugby Squad 2013/14 and 2014/15
* Selected as a prefect in St Gerard's School for the 2014/15 academic year.
* Senior Cup Rugby Squad Member for the 2014 and 2015 seasons
* Bronze Gaisce Award 2013
* Student Council Member Terenure College (2010/2011)

**Skills**

* Proficient in the use of Microsoft Office.
* Experience in eDiscovery software such as searchforless.com
* Ability to multi-task and prioritise work effectively.
* Excellent research skills.
* Excellent organisational skills, with strong attention to detail
* Capable of working effectively as part of a team
* A flexible and positive attitude towards assignments
* Ability to take ownership of a task’s delivery.
* Leadership skills displayed through project work and work experience opportunities.

**References**

**Academic Referees**

**Dr Edana Richardson: Lecturer in Law, Maynooth University Department of Law**

Department of Law

Room 52,

New House,

South Campus,

Maynooth University

County Kildare

Edana.Richardson@mu.ie

(01)4747275

Relationship: Lecturer in Capital Markets Law and Professional Development

**Dr Ciara Whelan: Lecturer/Assistant Professor, UCD School of Economics**

John Henry Newman Building,

University College Dublin,

Stillorgan Rd, Belfield,

Dublin 4

ciara.whelan@ucd.ie

(01)7168509

Relationship: Lecturer in Irish Economy and Quantitative Economics

**Dr Frank Walsh: Associate Professor, UCD School of Economics**

John Henry Newman Building,

University College Dublin,

Stillorgan Rd, Belfield,

Dublin 4

frank.walsh@ucd.ie

(01)7168697

Relationship: Lecturer in Economic Policy Analysis, Economic Research Workshop.

**Professional Referees**

**Ms. Orla O’Connell: Partner, Commercial Property : Orpen Franks Solicitors LLP**

Orpen Franks Solicitors

28 & 30 Burlington Road

Dublin 4

D04 HR90

Orla.oconnell@orpenfranks.ie

+353 1 637 6200

Relationship: Ms O’Connell is Head of the Commercial Property department, where I have previously interned.

**Ms Elaine Given: Senior Associate ; Orpen Franks Solicitors LLP**

Orpen Franks Solicitors

28 & 30 Burlington Road

Dublin 4

D04 HR90

Elaine.given@orpenfranks.ie

+353 1 637 6200

Relationship: I worked under Ms. Given in Orpen Franks, where I had previously interned.

**Ms Katharine Forde: Partner, A.C. Forde & Co. Solicitors**

A.C.Forde & Co. Solicitors
14 Lansdowne Road
Dublin 4

kforde@acforde.com

(01)6608955

Relationship: I worked under Ms Forde at A.C. Forde & Co.

**Mr Tony McGovern: Partner, Eversheds Sutherland**

Earlsfort Centre,

One Earlsfort Terrace

Dublin 2,

D02 X668

tonymcgovern@eversheds-sutherland.ie

(01)6644204

Relationship: I worked under Mr McGovern at Eversheds Sutherland.

***Ms Larissa Griffin: Director GHL Recruitment***

GHL Recruitment

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Dublin 2

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