

FINNIAN FITZSIMONS

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PROFILE

With over 5 years of professional legal and administrative experience, I am a detail orientated Business & Law graduate of TU Dublin I have a particular aptitude for problem solving. My experience working as a key member of a corporate law litigation task group has given me strong communication and team work skills. I am comfortable working on my own initiative, bringing effective solutions and a high degree of accuracy to my work.

EDUCATION

❖ **Law Society of Ireland** May 2024
8 FE1 Entrance Exams Passed

❖ **TU Dublin** Sep 2015 — Nov 2019
BSc. Business & Law

Second Class Honours, First Division Bachelor Degree in Business & Law. Majoring in Law.

I wrote my Thesis 'No-Fault Tort Law for Ireland' examining the feasibility of introducing a No-Fault based system for allocating compensation for negligently inflicted injuries. My joint degree provides me expertise in business fields in combination with law enabling me with a holistic perspective on the business sector, including accounting, HR and economics.

I chose to major in law as it is an interesting, diverse and dynamic subject which is currently undergoing advancements due to the introduction of technology, specifically AI in the industry. The scope and parameters of the legal sector are a mechanism for change, which is an integral aspect for change in our society.

❖ **St. Mary's College C.S.Sp. Rathmines** Sep 2006 — Jun 2015
Leaving Certificate Dublin

EMPLOYMENT HISTORY

❖ **Legal Analyst , McCann FitzGerald** Mar 2022 — Sep 2022
Riverside One, Dublin 2

Reviewing and ascertaining relevance of a wide variate of documents, correspondents and communications from our clients data sets, as a part of the litigation process. Once relevance has been determined, I then categorise the document according to its relevance.

As a part of the document review and discovery process I also would present a report on a daily basis to the case Partner and team. Included in this was recommendations to better utilise the AI software as well as our own processes and an overview of trends.

I had responsibility for taking the meetings our our daily review meetings and keeping our decision spreadsheet up to date.

I also was involved with McCann FitzGerald's community outreach programs, participating in mock interviews and tours run in conjunction with local community colleges.

❖ **Legal Executive, Cosgrove Gaynard Solicitors** Nov 2019 — May 2020
Ballsbridge, Dublin 4

During my tenure at Cosgrove Gaynard Solicitors as a Legal Executive, I had a range of duties and responsibilities including: completing registrations with the Land Registry, preparing briefs for counsel, lodging documents in the Courts, meeting and liaising with clients, having documents sworn, conducting lodgements to firms accounts, I have case management experience with Expd8 software.

❖ **Part-Time Executive Assistant, Topaz Beauty & Laser Clinic** Sep 2015 — Present
Rathfarnham

I have been working in my family's business throughout the course of my studies, assisting with administrative and organisational tasks, including new booking software implementation as well as tax filings, contracts and government registrations, leasing with contractors and renovation works. I have been entrusted with a wide variety of tasks displaying a flexible capacity to handle a diverse and ever changing environment.

❖ **Sales & Customer Service, Market Meats** Jun 2017 — Aug 2017
Vancouver, British Columbia

While in Canada on a working holiday, I worked in Market Meats as a sales advisor and dry goods specialist. This role included a number of responsibilities including: advising customers on selecting meat products, while providing advice on cooking techniques and recipes. I assisted with Kitsilano Day Fair in July 2017, where I was the product demonstrator of barbecues and barbecue accessories as well as acting as a sampling assistant of the products available. I also have cash handling experience and stock buying/ management experience.

❖ **Showroom Assistant, Brady's Mercedes-Benz** Jun 2016 — Aug 2016
Castleknock, Dublin

During the summer of my first year in college, I worked at Brady's Mercedes-Benz, in this role I undertook a variety of tasks, including; managing the fleet of cars ensuring they are all clean and fuelled up, making tea & coffee for customers, maintaining stock and liaising with customers.

❖ **Transition Year Work Experience, Box Architecture** Mar 2013 — Apr 2013
Dublin

SKILLS/QUALIFICATIONS

Order of Malta First Aid Training	INSS Sailing
Full-Irish Drivers Licence	PADI Diving Licence
TU Dublin Case Study Competition	Powerboat Licence
Winning Team	
Bronze Gaisce Award	

VOLUNTEER WORK

❖ **Aidlink & St. Marys College West Africa Relief** Jun 2014 — Jul 2014
Ghana

I spent one month as an English teacher in a primary school in the city of Kumasi.

❖ **St. Michael's House** Nov 2012 — Feb 2013
Dublin

One term of transition year, helping out as a PE instructor in a special needs school.

HOBBIES & INTERESTS

I have had a passionate interest in world travel from a young age, I am fascinated by experiencing new places, meeting new people and different cultures.

I am a lifelong Irish Rugby and Leinster Rugby supporter, having played rugby in school I have always had a love for the sport.

Gastronomy and cooking are hobbies which are a creative outlet for me, that tie into my other interest of gardening and horticulture, where I can express myself from the comfort of my own home and it is a very satisfying for me seeing the finished result and share this passion of mine with friends and family.

Recently I have obtained a Power Boat license from Irish Sailing, this ties into my lifelong hobby of fishing and love of the sea.

REFERENCES

❖ **References available upon request**