

CURRICULUM VITAE

Jack Goodman

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Relevant Experience

October 2024 - Present • Irish Music Rights Organisation

Legal Executive working with the Debt Collection and Copyright Infringement Team enforcing commercial contracts and engaging in Litigation

October 2024 - October 2024 • Mercy Law Resource Centre

Temporary two week position as Legal Secretary providing assistance to the team of Solicitors who provide legal services, in the area of Administrative Law, to the homeless and to those at risk of homelessness.

June 2023 - June 2024 • LMC Law, Solicitors

Full-time twelve month position, as Legal Secretary for the Principal of the firm

Areas of Practice:

- Litigation
- Conveyancing
- Decision Making Agreements
- Enduring Power of Attorneys
- Drafting and witnessing of wills
- Probate
- Family Law

Duties included:

- Attending on Barristers at Court
- Drafting Court pleadings
- Online and hard-copy file and diary management
- Attending accident locus inspections
- Briefing Barristers / Consultant Engineers
- Meeting with clients
- Drafting emails and letters
- Drafting Bills of Costs and client Fee Notes
- General day-to-day progression of files

2018 - 2022 • P.G. Cranny & Co. Solicitors

Full-time six month position in 2021, as well as other temporary periods, as a Legal Secretary, Law Clerk and Receptionist

2018 • Arthur Cox

Arthur Cox Prime Programme

Other Experience

June 2024 - August 2024 • Kingsley Pines Camp, USA

Full time Camp Counsellor, lifeguard and kayaking instructor

June 2021 - June 2024

Part-time Barman and Cocktail Barman • Kilmardinny Inn

2019 - 2021

Part-time Lounge Staff • Kilmardinny Inn

2018 - 2019

Part-time Bar Staff • Catering Assistant • Croke Park & Aviva Stadium premium levels

2017 - 2019

Volunteer • HSE • Odin's Wood Day Care Centre for the Elderly

Education

October 2023 - March 2024:	6/8 FE1s obtained <ul style="list-style-type: none">- Criminal Law- Constitutional Law- EU Law- Law of Equity- Law of Torts- Property Law
2020 - 2023:	BCL degree, Law with Psychological Studies, Maynooth University. Achieved a grade of 2:1
2020:	Leaving Cert completed at St. Aidan's CBS, Whitehall (451 points)
2019:	Fundraised and travelled to Tanzania with my school for two weeks for an Immersion Project which involved attending Tanzanian primary and secondary schools, orphanages, centres for vulnerable women and children's hospitals.
2019:	Transition Year Completed with Distinction ECDL course completed.
2017:	Junior Certificate completed
2014:	Completed primary school at St. Patrick's NS Drumcondra

Interests

Running: I was a member of the Athletics Club in Maynooth University. I have completed one full Marathon and ten Half-Marathons. I also take part in weekly Parkrun 5k events.

Mental Health: I was a crew member in a charity called SOAR who visit different schools facilitating mental health workshops for Transition Year students. I was also the chairperson of the Mental Health Committee in secondary school.

Music: I have completed Grade 6 on the piano with the Royal Irish Academy of Music and have also performed at piano recitals.

Travelling: I have visited over 20 countries.

Key Skills

Strong Communicator	Team Player	Leadership Skills
Proficient in Microsoft Office	Willing to Learn	Excellent Punctuality
Motivated	Great Work Ethic	Full Driver's Licence
Certified Lifeguard	Proficient in CortBase	

References - Available upon request
