Curriculum Vitae – Jack Donohue

**Mobile Number**: 086 400 2744

**Email:** jackjdonohue@gmail.com

**Date of Birth:** 26-08-1989

**Personal Statement**

Ambitious Law and I.T graduate with excellent academic results along with well-developed team work and communication skills looking to secure a legal internship/experience. Hard working and punctual. Available to commence work immediately.

**Education**

Bachelor of Corporate Law (B Corp Law) Result 2:1 from National University of Ireland Galway Sep 2008 – Sep 2011

Bachelor of Laws (L.L.B) Result: 2:1 from National University of Ireland Galway from Sep 2011 – Sep 2012

Higher Diploma in Software Engineering and Development from National University of Ireland Galway Sep 2013 – Sep 2014

**Work History**

**Employer Name, Employer Location:** Beatty Jewellers, Main Street, Loughrea, Co Galway:June 2006 – Current.

* Sales assistant, dealing with clients and interacting with the public, working cashiers till, book keeping, bank lodgements and stock control.
* Professionally trained to use a computerized *Signature®* Engraving machine.

**Employer Name, Employer Location:** CityView Trolley Tours, Boston, MA, USA**:** June 2011-August

* Worked as a ticket agent and sales employee.
* Providing tourist information on the city of Boston and its tourist sites.

**Employer Name, Employer Location:** Lawlor Partners Solicitors, 4/5 Arran Square, Arran Quay, Dublin 7**:** February 2015 – July 2015

* Worked as a Legal Intern in a Dublin City law firm for a 6 month period.
* My current duties involve liaising with clients, legal counsel, solicitors and other professionals. Also preparing booklets of evidence, legal correspondence, updating case progression and office files, preparing bank lodgements, and corresponding with other solicitors and clients.
* I have attended District, Circuit, High Court, Court of Appeal and Circuit Criminal Court hearings and motions. I have also attended both the District and Circuit Family Courts.
* Attending Probate Office, District Circuit and Central Court Offices, Property Registration Authority Office and the Ward of the Court Office.
* Updating the website, providing an online blog concerning the Firms Cases.

**Achievements**

* Full Irish drivers licence for over five years.
* I have achieved up to Grade 7 from the Royal Irish Academy of Music.
* I am a keen runner have undertaken numerous 10 kilometre runs.

**Skills and Interests**

* Excellent legal writing and research skills. Excellent experience gained in various legal topics such as litigation, conveyancing, probate, licencing, employment and family law.
* Experience in using a case management system (expd8).
* Knowledge various pieces of software as part of my academic experience such as Microsoft Office Suite programming, databases and software engineering.
* Developed a website personally, here is the link <http://yeatsgalway2015.ie/>.

Also developed websites as part of my Software Development and Design Course.

* I have grown up on a family farm and an in depth of knowledge of the agricultural industry and legal matters involving the agricultural industry

**Interests**. I was a member of the NUIG Law Society which involved participating in moot courts and debates. I was also a member NUIG Quiz Society. I a keen rugby follower and play with Loughrea Rugby Football Club.

**References Available on Request**