

JACK COUGHLAN BA LLB

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Education

LLB Postgraduate Law 2:1 University College Cork September 2020 - May 2022.

Year 1: Legal Research and Writing (82%), Law of Tort I (66%), Law of Tort II (65%), Family Law (75%), Foundations of the Legal System (62%), Constitutional Law (50%), EU Law (70%), Law of Contract (66%).

Year 2: Property Law, Company Law, Economic Law of the EU, Law of Equity, International Law.

Thesis Title: From Istanbul to Dublin: The 2018 Domestic Violence Act and Ireland's Ratification of the Istanbul Convention. (75%).

BA History and Politics 1:1 University College Cork September 2017- May 2020.

First Year Subjects: Politics (64%), History (61%), French (68%) and Philosophy (68%).

Final Year Modules: Global Political Economy Trade & Finance (70%), Model EU (68%), Irish Crime & Media (70%), History of Northern Ireland (70%), EU Minorities (75%), Ireland & International Relations (70%).

Final Year Dissertation: Irish Protestant Population Decline in the Irish Revolutionary Period (75%).

Leaving Certificate Coláiste Pobail Bheantraí, Cork September 2012- May 2017.

532 CAO Points: English (H2), Maths (H4), Irish (H3), French (H2), History (H1), Biology (H2).

Career History

Judicial Assistant - Courts Service

August 2022 - Present.

- Providing legal and administrative support to a member of the Irish Judiciary.
- Coordinating Judge's daily calendar consisting of Court sittings, judgment dates, conferences and travel.
- Assisting the Judge to and from court.
- Proofreading and delivering of finalised judgments for publishing.
- Liaising with practitioners on behalf of the Judge.
- Ensuring the courtroom is set up before court and compliance with the in camera rule where necessary.
- Writing research memos on relevant areas of law.

Legal Secretary - Fachtna O'Driscoll Solicitors.

July 2022 - August 2022.

- Representing the firm professionally as the first point of contact for clients and legal professionals.
- Coordinating four solicitor calendars, updating daily appointments and court appearances.
- Drafting and reviewing upwards of 30 pieces of correspondence per day, delivering final versions in a timely manner to the appropriate contact.
- Compiling briefs for solicitors and barristers attending court.
- Transcribing affidavits and ensuring the affidavit is properly sworn in and lodged to Court.
- Maintaining filing systems including electronic and physical files, ensuring full compliance with GDPR.
- Facilitating meetings by setting up the board room, distributing relevant documents, taking attendance and minutes where required.

Information Officer - UCC Visitors' Centre.

March 2019 – July 2022.

- Managed daily reservations of two to three guided tours per day. Ensuring the office calendar is constantly updated and accommodating all customers.
- Liaised with a large directory of third party groups such as translators, tourism boards, tour groups, and internal university departments. Practising effective client engagement which is evident in the Centre's strong customer loyalty.
- Answered all queries within one day and forwarded on to the appropriate departments.
- Facilitated the manager in annual stocktaking, calculating stock levels and double-checking of annual figures. Profits exceeded targets in the first year of employment.
- Processed sales, cash handling, routine till counts and administered purchase orders upwards of €1000 between departments.
- Delivered high quality personalised guided tours of UCC's Campus history to groups between 5 and 30 people. Role required confidence in public speaking and presentation skills.
- Compiled a quantitative research report examining 15 different international university marketing strategies used in the modernisation and expansion of the Visitors' Centre.

Executive Officer - Department of Children, Equality, Disability, Integration and Youth .

June 2021 - October 2021.

- Analysed and proofread policy proposals and reports ensuring all data, statistics and facts were accurate for submission to the Oireachtas.
- Prepared monthly estimates of expenditure concerning the department's annual budget.
- Issued monthly issues return sheets on expenditure, savings and reconciliation for auditing by the financial unit for approval by the Department of Expenditure.
- Researched and prepared replies to Parliamentary Questions from the Oireachtas adhering to a strict deadline of 2 to 3 days.
- Completed a 1-day project management course. The course was essential for an individual project completed on the secure transfer of data between the department and a third party.
- Facilitated Senior Staff in general business planning including budgeting, mapping out risks, adhering to governance plans and setting development goals.

Positions of Responsibility

- Sitting member of UCC School of Law's Student Council 2022.
- Elected Chairperson of UCC Europa Society in 2019: Managed a 12 person committee. Co-ordinated weekly events. Doubled event count of society and increased membership by 260 people on sign up days. Directed an election campaign registering 120 students to vote.
- Class Representative 2018-2019 Second Year History Class: Serving as the voice between the students and department. Role relied heavily on frequent communication between classmates and the school of history.
- Served as Chairperson for National Model United Nations Youth Debating Conference 2018 chairing a debate for 40 secondary school students.
- Peer Support Leader: Serving as a mentor to 10 first-year students helping first-year students settle into university life through an orientation and frequent email communication.

Achievements

- Awarded the title of UCC *College Scholar* for the academic year 2019/2020.
- Completed UCC Bystander Intervention Course. The programme focuses on identifying issues of sexual misconduct and violence among student populations.
- Fulfilled Matheson's Law Virtual Experience Program with Forage 2021.
- Received SIPTU Scholarship for the academic year 2018/2019.
- Awarded UCC Works Award. The UCC Works Award recognises 'personal skills development' through extracurricular on-campus activities and for demonstrating leadership.
- Named distinguished delegate of Trinity Model United Nations Debating Competition 2018.