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 an Apprenticeship with an ambitious Law Firm. Have passed all Eight (8) FE1 examinations. Hard working and punctual.

**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 – April 2016.

* Have worked in a family owned jewellery and gift store business for a number of years.
* Sales assistant, dealing with wholesalers and interacting with the public, working cashier, bank lodgements, logging jewellery repairs, engraving and stock control.

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

* 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.
* Duties involved liaising with Clients and Counsel, attending the Court Offices for stamping and filing of legal documents.
* Attending District, Circuit, High Court, Court of Appeal, Circuit Criminal Court and Family Court Hearings and Motions with Counsel.
* Updating the firm’s website, and contributing to an online blog concerning the Firm’s Cases.

**Employer Name, Employer Location:** O’Brien & Associates Solicitors, 25 Barrington Street**,** Limerick**:** May 2016 – July 2017

* Have worked with a Limerick City Solicitors Firm in a Legal Executive Position for a period of fourteen months.
* Primarily experience in Litigation, while occasionally dealing with Conveyancing, Family Law, Licensing, and Criminal matters
* Corresponding, via post or email with other Solicitors Firms, Legal Counsel, Engineering Firms, Medical Professionals, PIAB, Insurance Companies, PRA and Clients.
* Preparing Booklets of Pleadings, Medicals and Expert Reports etc.
* Answering telephone calls and dealing with Client queries, arranging Engineering/Loss Adjuster Inspections.
* Attending with Counsel, Circuit Court Callovers, Motion Applications, etc. on behalf of the Firm.
* Involved in Personal injury. litigation matters such as Injuries Board Applications/Assessments, the finalisation of Court Pleadings (i.e. Personal Injuries Summons, Drafting Replies to Particulars, Notice of Trial etc).
* Have attended Workplace Relations Commission hearings attending on Counsel.

**Employer Name, Employer Location:** Eversheds & Sutherland, One Earlsfort Centre, Earlsfort Terrace, Dublin 2:August 2017 – Present

* Currently working Legal Intern position with Eversheds & Sutherland, Solicitors as part their Mortgage Enforcement team.
* Preparation of Booklets of Pleadings for Counsel, liaising with Clients, Preparing Briefs for County Registrars’ Sittings around the Country.
* Booking Counsel, finalising Court Documents and Proofs for Court.

**Achievements**

* Full Irish drivers licence for over 7 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 retail skills and dealing with the general public.
* Knowledge of several software applications as part of my academic and work experience such as the Microsoft Office Suite Microsoft Word, Microsoft Excel, Microsoft Access, Wordpress and SQL.
* Knowledge of Case Management Systems including Xpd8 and DM
* Have currently passed all eight (8) FE1 Examinations.

**Interests**: I was a member of the NUIG Law Society which involved participating in moot courts and debates. I a keen rugby follower and have played a number of seasons with Loughrea Rugby Football Club. Also help out in the family farm in a variety of duties.

**References**

**Excellent References Available on Request**