

JACK DOUGLAS

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PROFILE

A 22-year-old, BCL graduate from University College Cork. Current FE1 candidate with three exams completed. A highly motivated and ambitious individual who thrives in a fast-paced environment. Worked part-time as a sales assistant and bartender to fund my education. Excellent communicator who excels in a team dynamic. Proven track record in adapting to changing requirements and developing new skills. Personable, conscientious and eager to optimize every opportunity.



EDUCATION

BCL | University College Cork (2016 – 2019)

Grade: 2.1

Leaving Certificate | CBS Tramore (2010 - 2016)

Points: 490



EXPERIENCE

Legal Intern | Pfizer Ireland Pharmaceuticals (July 2019 – December 2019)

- Developed and improved multiple intranet sites for the Legal and Sales departments.
- Adopted a CSR strategy which cut costs and reduced Pfizer's carbon footprint by introducing DocuSign, which I then trained my colleagues to use.
- Assisted my manager with various Intellectual Property issues involving patents.
- Collaborated with various departments to create contract templates which improved my organisational and detail-orientated skills.
- Worked with documents of a highly sensitive and confidential nature having regard to relevant GDPR legislation.

Bartender | Cooper's Craft and Kitchen, New York (May 2018 – August 2018)

- Marketed the bar's brand and produce by promoting items to customers that were tailored to their requirements.
- Learnt the importance of listening carefully to the needs of customers and of effective communication with co-workers.

Sales Assistant | River Island (August 2017 – May 2018)

- Developed an ability to work in a busy environment as a team member.
- Handled customer complaints and provided quick and satisfactory solutions.
- Communicated with colleagues through my headset to maximise efficiency.

Legal Intern | Dairygold Co-Operative Society Ltd (June 2017- July 2017)

- Reviewed commercial lease agreements.

- Met various deadlines while gaining an insight into the application of commercial and contract law.
- Analysed lengthy legal documentation, handled a large workload, and assisted project leaders.
- Briefed clients in meetings which improved my interpersonal skills.

Legal Assistant | Newell, Gillen & Cunningham Solicitors (July – August 2016)

- Completed registrations of title in the Registry of Deeds and Land Registry.
- Completed general administrative duties including managing a telephone switchboard, photocopying, databasing, Dictaphone typing and emailing.
- Conducted in-depth legal research.



ACADEMIC SKILLS AND INTERESTS

- Proficient in Microsoft Office, Microsoft Excel and Microsoft PowerPoint.
- Proficient in use of legal databases, including: BAILLI, Hein Online, Justis One, LexisNexis and Westlaw.ie
- Currently completing a Council of Europe HELP course on Data Protection and Privacy Rights.
- Competed in a UCC Moot Court Competition which advanced my presentation, advocacy and critical thinking skills.
- Board member of UCC Sports Law Clinic. Provided legal information to clients and managed the Clinic's website.
- Member of UCC Law Society for which I organised events.
- Volunteer for SVP Ireland.
- Volunteer as Proof-reader for SpunOut.ie, Ireland's youth information website.



PERSONAL INTERESTS AND ACHIEVEMENTS

Football: Represented Waterford Development Squad for many years. Selected for the FAI Emerging Talent Programme. Played on a UCC team throughout college, including the Freshers team which reached the Harding Cup Final. Raised money for my local football club by fundraising with teammates.

Travelling: I spent three months living in New York City on a J1 visa and travelled to as many surrounding areas as possible. I gained global competence, as well as cultural awareness.

REFERENCES

Ms. Muireann Mangan, Legal Director, Pfizer Ireland Pharmaceuticals.

Telephone – (087) 312 2258

Dr Seán Ó Conail, Lecturer, University College Cork.

Email – s.oconail@ucc.ie