**Jack O’Sullivan**

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EDUCATION

**Bachelor of Civil Law (With Economics), University College Dublin 2013 – 2017**

* First Class Honours (1.1)

**Erasmus Exchange Programme February 2016 – June 2016**

* Studied at Utrecht University

**Leaving Certificate 2013, St. Conleth’s College**

* Points: 530/625

LEGAL EXPERIENCE

**Intern/Pre-Trainee, Philip Lee June 2017 – June 2018**

* This role provided me with the unique experience of completing two seats in the same capacity as a trainee.
* During my seat in the firm’s corporate department, I focused on supporting transaction closings, conducting due diligence and subsequent compliance work, and drafting company resolutions.
* While with the planning and environmental department, I was focused researching current judgements and preparing briefing notes for partners and counsel.

**Intern, Barry Doyle & Company Solicitors August 2016**

* Researched judgements involving the firm's largest client, with the purpose of identifying key words, parties, and legal principles in order to construct an online database to help to drive search engine traffic to the firm's website.

**Intern, AMOSS Solicitors July 2016**

* My responsibilities included drafting letters and corporate filings, taking notes at partners meetings, and utilising my expertise in economics to summarise ECB publications and brief partners on the findings, enhancing fee earner’s ability to work on more substantive legal problems.

OTHER EXPERIENCE

**Student Ambassador, UCD Foundation January 2017 – May 2017**

* Fund-raised to provide 100 scholarships for prospective UCD students who would otherwise be unable to attend university.
* Built ongoing relationships with UCD alumni in order to foster a sense of community and to aid future campaigns.

**Sales Assistant, River Island December 2014 – July 2015**

* Sold clothing to meet strict daily sales targets as part of a team of 30 in River Island’s flagship Irish store.
* Assessed and fulfilled customers' needs while always "up-selling" to maximize revenue.
* Learned how to communicate and solve clients’ problems efficiently while furthering the company’s business goals.

**Kitchen Supervisor, Game Day Sports Bar & Grill Toronto June 2014 – August 2014**

* Led a team of five new employees, training them to efficiently serve quality food and maintain hygiene and safety standards in a fast-paced working environment.
* Served over 200 customers per day during the 2014 FIFA World Cup which fell alongside with the popular "Taste of Italy" Food Fair.

**Intern, New Beginning March 2014 – May 2014**

* Completed client information forms and briefed solicitors prior to client meetings.
* Re-organised client information filing system, significantly enhancing employees’ ability to quickly and efficiently obtain information.

**Chef, Milano July 2013 – May 2014**

* Cooked quality Italian food and upheld strict brand standards as part of a five-man team in a fast-paced environment.
* Achieved this through simple, precise communication and discipline in sticking to strict procedures.

OTHER

**Teaching English as a Foreign Language (TEFL) Certificate June 2018**

 **-** 140 hour combined online and in-person course.

**Editor, Legal Researcher, UCD Student Legal Service September 2016 – May 2017**

* Led a team of 25 student writers and 5 sub-editors as editor of the society’s annual publication.
* Responsible for all research required by the society’s various activities such as drop-in clinics and the negotiation competition.
* My involvement with the SLS also includes acting as a judge of the annual negotiation competition.

**“Economics Commentator of the Year”, The College Tribune September 2015 – May 2016**

* Awarded this prize for my analysis of topics such as tech IPOs, and global market trends.
* Developed my research and analytical skills over the course of the year while meeting strict deadlines.

**Group Leader, UCD Saint Vincent DePaul September 2015 – Jan 2016**

* Coordinated teams of student volunteers in weekly soup runs around Dublin.

**Delegate, National Model United Nations October 2014 – March 2015**

* Selected from over 300 applicants to represent Ireland at the NMUN at UN Headquarters in New York.
* Learned to work on a large project over an extended period of time as part of a team.

**World Challenge Uganda June 2012 – July 2012**

* Individually fund-raised over €3000 to travel to Uganda to teach English and undertake a cultural exchange at Kitatya Secondary School, Uganda.
* Led a group of my classmates in reaching the 4,321-foot summit of Mount Elgon.

REFERENCES

* Academic and Professional references available on request.