***Address:***1 St. Matthias Wood, Church Road, Killiney, County Dublin, Ireland

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My ambition is to become a corporate lawyer in a top law firm. I believe I have the skills and motivation necessary to achieve this.

**Education**

**2013 – Present**  Final year Business and Law (BBL) at University College Dublin.

GPA: 3.63 , Rank: 13th out of 87 students.

Notable results: Intellectual Property Law (A-), Company Law (A-), Contract Law (A-) Financial Accounting (A+)

**2007-2013** St. Michaels College, Ailesbury Road, Dublin 4.

***Leaving Certificate Results:***  510 points, which included an A2 in English

**Work Experience**

**September 2016 Partner Assistant in Arthur Cox**

I worked as an assistant to John Matson, Partner, in the corporate law department. My daily responsibilities included**:**

* Drafting investment agreements,
* Conducting company searches and writing up company profiles,
* Proof reading and drafting documents.

**December 2015**  **Bar Man & Tennis Coach in Carrickmines Tennis Club** **(Current)**

Daily responsibilities as bar man include:

* Opening the bar and conducting stock evaluations,
* Calculating the cash flows,
* Greeting customers and tending to their food and drink orders,
* Conducting end of day cash flow reconciliation,
* Securing, locking up and closing the club.at the end of the evening.

I also coach tennis to children aged 5-16. This requires:

* Devising innovative and fun sessions to improve their game,
* Ensuring the session is conducted in a safe environment.

**June –Aug 2015 Tennis Coach in Stanley Park Tennis Centre Vancouver**

* Coached adults at a premier tennis club as part of a team of coaches from all over the world,
* Prepared and designed drills targeting particular areas that required attention in order to improve the student’s technique and strategy for winning matches.

**June 13 – Sep 13 Assistant at WKB Consultancy Services**

* Worked in my father’s business consultancy company,
* Kept books and managed correspondence with the auditors and clients,
* Sent out invoices and recorded payments received.

**Skills**

**Team Work**

My course has afforded me the opportunity to take part in many group projects and assignments. This, together with my involvement in team sports has enhanced my collaborative and interpersonal skills. I am comfortable in taking on leadership roles while also remaining open to differing viewpoints.

**Communication**

This is a vital skill for lawyers in interaction with clients, the legal team and other parties. I have developed this skill through all of my work experiences particularly in the bar work and tennis coaching.

**Attention to Detail**

Working in the corporate law department of a premier law firm allowed me to appreciate the attention to detail and standard of excellence required to succeed in a commercial law firm.

**Commercial Awareness**

My course has allowed me to realise how the areas of business and law are intertwined. I maintain a keen interest in business and have consistently scored highly in the areas of accounting and finance.

**Organisation**

Taking charge of a group for tennis coaching carries with it significant responsibility. I am required to be very organised in order for the pupils to get the most out of the session and improve their tennis.

**Achievements**

* Elected Treasurer for UCD Tennis Club for 2016/2017
* Reached the final four of the National Junior Tennis Championships and my titles include East of Ireland Champion and Carrickmines Junior Open Champion,
* Represented UCD in Intervarsities tournament 2016,
* Represented St Michaels College in tennis from 2006-2013 and was captain of the team that won the Leinster Senior Tennis Division 1 School’s Cup in 2013,.
* Runner Up in Leinster School’s Junior Cup in rugby in 2010,
* Winner of Leinster Minor League in rugby 2008,
* Captain of the Senior Second XV in rugby 2013,
* Play golf in Foxrock Golf Club and my handicap is 15.
* European Driving Computer Licence (ECDL) course completed,
* Proficient with Microsoft Word, PowerPoint, and Excel.
* Travelled with the Dublin Pilgrimage to Lourdes in 2015 where I was part of the stewarding team. I found this an incredibly rewarding and fulfilling experience.

**References**

* Name: John Matson

Address: Arthur Cox, 2 Earlsford Centre, Earlsford Terrace, Dublin 2

Phone: +353 1 618 0510 Email: john.matson@arthurcox.com

Position: Partner in Arthur Cox

* Name: James McDermott

Address: UCD, Belfield Dublin 4

Phone: +353 87 778 2981 Email: james.mcdermott@ucd.ie

Position: Lecturer in UCD