James

 **Collins Caffrey**

**EMPLOYMENT**

**McGuigan Solicitors**

July 2019- Present

**Legal Secretary and Intern** Responsible for client files which include

Cases on medical negligence, personal injury and employment. I’ve

built trustworthy and professional relationships with clients, provided

honest, accurate and frequent case updates, respectfully presented

medical and expert reports to clients for discussion and approval.

Prepare Injuries’ Board applications, Courts’ draft proceedings, Replies to Particulars, Disclosure Notices and Affidavit of Discovery. Represented the firm at settlements. Training on Documatics using Legal Evolve Platform.

**Brown Thomas**

October 2016 - present

**Sales Consultant** in the Suiting Department, responsible for liaising

with clients from major firms in Ireland and abroad, guiding them

through the fitting and purchasing process, and helping them to

fulfil their bespoke needs. Such experiences have given me first-rate

communication skills and an understanding of the importance of

professionalism and tact when dealing with clients ­– I see these skills

as both highly relevant and easily transferrable to the role in

Byrne Wallace solicitors.

**Platinum Productions**

March 2016

**Brand Ambassador** acting on behalf of Lucozade. As team leader I was responsible for delegating roles and managing a small team while representing and promoting Lucozade products at events and conferences. This experience has given me a keen understanding of how to meet targets and manage competing priorities, as well as how to get the most out of people and work successfully in a team environment.

**Work Experience with Senior Counsel**

March 2013

**Work Experience** shadowing Ercus Stewart SC in court, a barrister who

specialisesin arbitration/dispute resolution, Constitutional Law, Labour

and Employment Law, and Commercial Law. This experience has

given me practical knowledge of legal documents in a courtroom

setting, dealing with clients and how to deliver first-rate oration, all of

which I feel are vital skills to the role in Byrne Wallace.

**St. Mary’s Primary School**

November 2012

**Teaching Assistant** responsible for helping children who required one-to-one assistance with certain aspects of the curriculum. This experience has given me a capacity to communicate effectively and present myself in a tactful and empathetic manner.

**Richard Black Solicitors**

October 2012

**Work Experience** shadowing Niall Black, undertaking research and

completing reports on Property Law, organising meetings and taking

minutes and notes. This experience has given me an immediate

insight into the day-today responsibilities of a solicitor, which has

proved crucial to my education in the field of Law and to my desire to

pursue a career in the profession.

**RÉSUMÉ**

**Email:** jccaffrey09@gmail.com

**Address:** Airfield, Summerhill Road, Dunboyne, Meath

**Telephone:** 085 2092209

 **ACHIEVEMENTS**

 **2018** Successfully led my group in a moot court module in

 in maynooth university

 **2017** U21 captain, St. Oliver Plunketts Eoghan Ruadh

 **2015/16** Leader in the Investors and Entrepreneur Society in UCD

 **2015** Violin soloist performance at the National Concert Hall

 **2015** Selected for the ‘grand’ debate in Clongowes

 **2015** Senior Rugby team, Clongowes Wood College SJ

 **2014** Volunteer at Dublin Diocese Lourdes Pilgrimage

 **2013/14** Volunteer at Capuchin Centre

 **2013** Volunteer at Nyumbani Organisation, Kenya

**EDUCATION**

**Bachelor of Law (LLB)**

**Currently in Fourth year (2019)**

**Maynooth University**

**Bachelor of Arts - Economics**

**First year completed (2016)**

**University College Dublin**

**Leaving Certificate**

**450 points (2015)**

**Clongowes Wood College SJ**

**KEY SKILLS**

* Proficiency on Documatics using Legal Evolve Platform
* Strong knowledge of mediation techniques
* Proficiency in Microsoft Office suite
* Excellent interpersonal and communication skills

honed through All-Ireland Schools Debating

* Excellent legal knowledge
* Excellent critical thinking and comprehension skills

**INTERESTS**

* Gaelic Football in St. Oliver Plunketts
* Rugby in Old Belvedere Rugby Club
* Tennis and Golf
* Co-Leader with the Clongowes orchestra

**PERSONAL SUMMARY**

I am a fourth year Bachelor of Law student at Maynooth

University seeking to gain practical experience in Byrne Wallace.

 I am highly motivated, eager to learn and actively

participate in a modern, innovative law environment.

**REFERENCES**

 **Catherine McGuigan**

Partner, McGuigan Solicitors

Catherine@mcguigansolicitors.com

049-9529986

 **Bernard Brogan**

Entrepreneur

bernardbrog@eircom.net

087 2591765

**Niall Black**

Solicitor, Richard Black Solicitors

niall@richardblack.ie