James Lawless

Trinity, Ashford, Co. Wicklow, A67 DX43 Tel: 086 220 7006

jameslawlessirl@gmail.com

**Education**

**Bachelor of Business and Law, University College Dublin 2016 - 2021**

* Award: Second Class Honours, Grade 1
* Award GPA: 3.59

**Templeogue College, Templeogue, Dublin 6W 2010 - 2016**

* Total Leaving Certificate points: 520
* Received A1 Honours in Business and English.

**Relevant Employment History**

**Incoming Trainee, Lavelle Partners September 2022 – present**

* Currently in the Conveyancing department and scheduled to commence the Professional Practice Course in September 2023.
* Responsible for drafting case-related correspondence, such as letters and emails, and contacting parties related to a matter.
* Other roles include attending department meetings and delivering correspondence.

**Student Ambassador, University College Dublin September 2018 – April 2021**

* Led campus tours across the Belfield Campus for visiting secondary school students, offering information and insight into the various courses available at UCD and what university life has to offer.
* Participated in a variety of college events, including the UCD Open Day and Higher Options, answering individual questions from students relating to different areas of study and UCD in general.
* Other roles included event preparation and support.

**Intern, Mannion Solicitors August 2018**

* Attended several meetings with clients which covered a wide range of legal areas and issues.
* Performed many administrative duties, including the drafting of letters to clients.
* Updated and reorganised the firm’s wills system, making access to each will easier and significantly reducing the time to find a given will.
* Analysed client files and developed a greater understanding of the litigation process.

**Volunteering Experience**

**121 Digital Tutor February - March 2019**

* Tutored as part of a 5-week course with the goal of teaching older adults about digital technology and improving their digital capabilities.
* Answered questions from and taught the individual learner that I was paired with new and different ways of using digital devices.

**UCD Peer Mentor September 2017 - May 2018**

* Served as a point of contact for incoming first year students throughout the academic year, with the aim of helping these students to settle into life at UCD.
* Provided guidance and support to students, as well as assisting with a variety of academic and non-academic related queries.

**Skills**

* Honest and hardworking individual, who is constantly motivated to succeed.
* Possesses leadership and supportive qualities which were developed as a Peer Mentor during the UCD Peer Mentor Programme.
* Confident presenter with experience of speaking to large groups of people as a UCD Student Ambassador.
* Excels as part of a team and can inspire trust in others.

**Interests and Achievements**

* UCD Newman Society Ordinary Committee Member 2020/21.
* Author of two articles for the UCD Student Legal Service Annual Publications in 2017 and 2018.
* Participated in the 2017 UCD Student Legal Service Negotiation Competition.
* Actively plays and attends soccer matches.
* Engaged in English and French senior debating in secondary school.
* Recipient of the Bronze Gaisce President’s Award.

**References**

References available upon request.