James Morrin

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# Profile

Bachelor of Law & Business graduate with a 2:1 honours from the National University of Ireland Galway. I aim to complete my FE-1 examinations in March and October 2019. I am a punctual individual and place emphasis on integrity. I have interest in areas of law such as conveyancing, banking law and litigation. I acknowledge the importance of being a good team worker and have experience of working in a fast-paced environment.

# Education

## BACHELOR OF LAW & business 2014 – 2018 NUI GALWAY

## Leaving CertificatE 2014 NEWBRIDGE COLLEGE

# Legal Work Experience

**PAralegal | COONAN CAWLEY SOLICITORS, Naas, Co. Kildare | OCT 2018 – FEB 2019**

* Liaising with banks and other lending institutions to further matters regarding conveyancing cases for clients of the office.
* Sitting in on client meetings regarding personal injury claims and analysing all key dates and information to assist the acting solicitor to get a clear and concise understanding of the case.
* Proofreading documents, such as contracts and wills, to ensure no grammatical errors existed and correct formalities were satisfied.

**INTERN | HANAHOE & HANAHOE SOLICITORS, Naas, Co. Kildare | JUL 2017 – Aug 2017**

* Assisting with large amounts of case documents and trial preparations involving cases within Naas District Court. Navigating the Harvest Law case management system for such preparations.
* Taking phone calls during the receptionist’s time off, responding to client’s letters, emails, and phone calls ensuring other firms correspondence were dealt with in a professional and competent manner.
* Developing both my written and oral communication skills through dealing directly with clients was the most beneficial aspect of this experience.

**INTERN | Sheehan & company SOLICITORS, 1 CLARE STREET, DUBLIN 2 | Jun - Jul2017**

* Given the responsibility of generating briefs with pagination, and booklets of pleadings for counsel. Performing research and creating memoranda. This furthered my research and analytical skill level.
* Uploading all materials onto the case management system. Other administrative tasks such as copying, drafting client correspondence and filing.
* Minute taking in all client meetings and departmental meetings. Showing my ability to work between several projects at once, including a large-scale commercial conveyancing project with a partner furthered my time management skills and attention to detail.

# Commercial Work Experience

## shop assistant SUPERVISOR | Centra dunlavin, co. wicklow| May 2011 – May 2017 / AUGUST 2017 – OCTOBER 2018

* Ensuring all stock was displayed in the correct areas along with dealing with customers. Opening and closing procedures including balancing floats and end of day reports.
* Office duties including loading the ATM and making cash deposits at the local bank which went beyond the basic responsibilities of a store employee.

## Sale Assistant| PIZZA PZAZZ, vancouver  May - Aug 2016

* Producing both hand-made pizzas and gelato. This added to my great interest in cooking.
* Opening and closing procedures for the store progressed my responsibilities and showed leadership along with keeping all areas of workplace in a hygienic, presentable manner.

**VOLUNTEERING EXPERIENCE**

* Member of the NUIG Free Legal Aid Clinic, this showed me the positive impact of pro bono work.
* Member of the Cancer Society in NUIG, this involved fundraising and partaking in the relay for life event in 2015 & 2016.
* Committee member of NUIG’s Law Society; organising events such as the Law Ball and Law Fairs Day.

# Skills & Achievements

## Computer skills

* Extensive experience with both Windows and Mac operating systems. Particularly all Microsoft Office applications.
* Highly proficient with various case management systems such as Keyhouse, Harvest Law and Legal Evolve Documatics.

## Achievements

* Class Representative 2016/2017: Elected to represent on behalf of my class at Student Union meetings and giving advice to resolve any issues between faculty and students.
* Gaisce 2011: Awarded the bronze Gaisce Presidents award which placed emphasis on voluntary work.

# Personal Interests

* I have played rugby for my school and local club Naas RFC as well as GAA for Raheens GFC through all divisions. I have also coached underage football in my local GAA club.
* I am a gym enthusiast and personal health and fitness is my main past time, I am an avid runner and have taken part in a number of 10 kilometre races. I aim to complete a half marathon in 2019 and a full marathon in 2020.

# Referee’s

Available upon request