

John Denvir

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Apartment 20, Maretimo, Ard Na Glaise, Stillorgan Park, A94K6E4
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Education:

- Law Society, Final Examination, Part 1:
 - o Passed: Equity, Criminal law, Real Property, European Union Law
 - o To be completed: Law of Tort, Company law, Law of Contract, Constitutional Law,
- Technological University Dublin, Law LL.B, 2nd Class Honours First Division, 2019 – 2022
- St Andrews College, Booterstown, Dublin, Leaving Cert: 432 points, 2011 – 2017

Qualities & Skills:

An experienced and results-focused professional. A decisive and persuasive team player, with excellent communication skills and a proven ability to effectively manage complex projects through to completion, both on my own and as part of a group.

Work Experience:

ByrneWallace LLP, Litigation Paralegal, 2024- Present

Responsibilities:

Case Management:

- Receiving Instructions and commencing File Open Procedures (Conflict Checks, Drafting LOE'S)
- Filing of Pleadings and Books of Exhibits.
- Archiving and File Closure.

Pleadings:

- Drafting Affidavits for review by Solicitors.
- Arranging for Swearing, Stamping and Filing of Pleadings in the Court Office.
- Preparing Exhibit Books.

Invoicing/Billing:

- Circulation of an up to date billing pipeline for the month.
- Drafting Invoices for Fee Earner Approval
- Finalising and Issuing of Invoices

ByrneWallace LLP, Litigation Paralegal seconded to Residential Tenancies Board, 2022 - 2023

Responsibilities:

Case Management

- Documentation, Management and running of new cases, retrieval of information for the legal team, liaising with relevant sections of the board to attain necessary documents, scanning, uploading, and notifying relevant persons of notice of motion.
- Reviewing and drafting affidavits, arranging for swearing/signing of affidavits, attending notary office where required.
- Attending court on RTB behalf and confirming position with counsel.

Team Meetings

- Present a working agenda at weekly meetings, organise weekly meetings with Assistant Directors and Solicitors, and engage with business units for resolution/follow-up. Recording and filing of team meeting minutes.

Legal Queries:

- Manage query inbox, and liaise with legal advisors for advice.
- Research queries and draft legal responses for clients/stakeholders for approval by a solicitor.
- Liaise and contact relevant government bodies.
- Answer internal and external telephone queries professionally and promptly.

Boyles Sports, Cashier, 2020-2021

Responsibilities:

- Opening store and preparing for business day
- Organise cash floats for the team
- Conduct team meetings
- Keep up to date and inform the team of all betting knowledge
- Maintain a high level of vigilance in regard to security and the anti-money laundering policy

Sales Advisor, Marks and Spencer Ireland, 2017-2022

Responsibilities:

- Assisting customers with finding products
- Operating tills
- Organising and running stock management
- Managing a small team to complete various organisational tasks in-store
- Trained as a barista and worked in the cafe

Hobbies and Achievements:

- I started playing tennis at 10 years old and quickly realised it was something I wanted to pursue to a very high level. I played competitively in tournaments, domestically and internationally, eventually achieving the rank of no.20 in Ireland in my age group. I am still an avid tennis player within my club (Blackrock Bowling and Tennis Club) and regularly compete with them in the local leagues.
- I have been interested in debating from a young age and, during my time in school and college, these interests were able to flourish. During my final years in school, I participated in numerous Model United Nations conferences in Ireland and internationally. These conferences had many factors to it, such as debating current international affairs issues in committees and before the General Assembly (with an audience of a few hundred). Some of my main achievements in MUN were participating in a mock of the International Court of Justice, participating in one of the largest MUN conferences in the Hague and presiding as President of the General Assembly. The final position required me to preside over a large number of students ensuring that the debate progressed and was held efficiently and politely.
- Drama and music have been constant passions throughout my life. One of the greatest experiences and achievements I have had was attending the open audition call in the Irish Times for Peter Pan the Musical in the Grand Canal Theatre and being awarded a role. I had the opportunity to work with Irish performing legends such as Les Dennis and Maureen Nolan. The experience impacted me so much that I again went to an audition the following year for the King and I and again received a role. Performing on such a large stage at such a young age gave me the confidence to express myself and my opinions in front of large groups of people and I am very comfortable in this regard. My interest continued into college being a member of the UCD Musical Society. I am now a member of the Rathmines and Rathgar Musical Society and was part of their production of Oliver! in November and sing regularly in concerts throughout the year.
- I have also spent time fundraising and supporting charities which mean a lot to me. This has been distilled to me from a young age. I also volunteered some of my time to help a charity named Fighting Blindness with some administrative tasks. Recently, I have started to become more involved with Pieta House as mental health is an issue very close to my heart. I also performed in the recent M-Brace concert in the Sugar Club where we raised money in aid of MND and Cancer Research.

References available upon request.