***Joseph Fox: Curriculum Vitae.***

**Address:** 2 Grosvenor Villas, Rathmines, Dublin 6 **Phone**: 0877147048 **Email**: joef88221@gmail.com

**Education:**

**Law Society of Ireland - FE1 Examinations (October 2022-present)**

**Maynooth University – LLM International Justice (2019-2021)**

**Maynooth University – Bachelor of Laws LLB - (2015-2019)**

**Cistercian College Roscrea - Leaving Certificate (525 total points) - (2014-2015)**

**Gaiety School of Acting – Diploma in Performance Arts (2020-2021)**

**Achievements:**

**High Performance Scholarship (Rugby) – Maynooth University**

**Gael Linn Irish Debating – Junior (Captain) and Senior**

**Work experience:**

**Abbey Capital – Paralegal (September 2022 – Present)**

Currently employed in a Dublin based AIFM. My role consists of, but is not limited to:

**•** Reviewing marketing materials for legal and regulatory compliance.

• Assisting with the drafting and reviewing of fund documentation and agreements.

• Dealing with internal legal queries and assisting with the provision of advice to internal departments on applicable laws and regulations.

• Researching areas of law and topics of interest for the Legal Team in relation to both Private Placement and Retail funds under the firms management.

• Assisting the Legal Team with all aspects of office management, including document and file management.

**Taylor Root- Legal Recruitment Executive (Promoted from Resourcer) (December 2021 – September 2022)**

My role with Taylor Root consisted of the following:

• Assisted with compliance checks with Candidates, and make sure that all candidates data was handled in compliance with GDPR regulations.

• Assisted in the search and identification of potential candidates for the principal consultant in the firm.

• Contacted candidates and discussed their relevant experience. This has given me an ability to communicate about different practice areas with qualified professionals.

• Received a promotion after 6 months in the role of resourcer, highlighting my willingness to learn.

• Communicated offer and acceptance between HR and successful candidates.

• Assisted in training a new starter to my previous role, relating to database use and compliance implementation.

**Access Nursing – Business Development Executive (June 2021 – December 2021)**

• As a Business Development executive, I liaised with numerous healthcare facilities across the South West/ Midlands region to best serve their staffing needs.

• Negotiated with Healthcare facilities and Candidates in order to find the most suitable candidates for roles.

• Worked under pressure in servicing the Healthcare sector during the Covid 19 pandemic, often having to deal with both candidates and clients in high pressure situations.

• Identified new clients, and presented them with staff propositions, in an effort to assist them during a difficult time in the industry.

• Ensured that all candidates complied with individual facility regulations, such as completing checks on NMBI registration, and relevant health screening checks (Hep C Vaccination, CPR Qualified etc.)

• Ensured all incoming data was treated pertinently in relation to GDPR regulations.

• Oversaw and assisted in training new starters in both the Business Development and Recruitment positions.

**Transparency International Ireland – Legal Intern (February 2020- June 2020)**

• Provided summaries of relevant legislation such as the Garda Act and the Protected Disclosures Act.

• Liaised with the Registry of Deeds on queries relating to land disputes.

• Provided information to callers to the firm pertaining to relevant legal avenues they could pursue.

• Provided admin support on work for several projects.

• Organised and cleaned files in the company’s case management system to make them more easily digestible.

• Furthered my knowledge on whistleblowing regulations and contract disputes through my observance of the company’s solicitors.

**International Paintball Group – Sales (Summer living in Canada) (May 2019- September 2019)**

• Interacted with customers in a sales capacity.

• Registered sale and handled cash sales.

• Utilised my summer in Canada in this position to improve my interaction skills as this was a street sales job.

**Carton House, Hotel and Golf resort – Waiter and Bartender (May 2018-May 2019)**

**Hotel Waterloo, Wellington, New Zealand – Sport Exchange and Bar work (April 2017- September 2017)**

• As part of my International sport exchange I worked in a busy establishment during the Lions test series in 2017.

• In charge of end of service cash up and handing the cash float to the safe.

• Worked outside my comfort zone in a new country.

• Took advantage of the opportunity to work in New Zealand by embracing the culture.

• Worked early morning and late night shifts in order to fit in my training, showing a commitment to my personal development

**Knightsbrook, Hotel and Golf resort - Waiter (April 2016- April 2017)**

**Hobbies:**

**Sports:**

**Rugby:**

• Obtained bursaries at both secondary school and university level

• Selected to play for a year in New Zealand during my second year in University.

• Won a number of high profile competitions as part of teams during my playing days

**Gaelic Football:**

• Played both Football and Hurling at underage inter-county level.

• Won numerous titles with my club team Summerhill.

**Soccer:**

• Offered trials for a number of schoolboy clubs around Dublin, but decided to focus elsewhere at age 15.

**Irish Debating:**

• Competed for my school in Irish Debating in the Gael Linn Irish debating competition at both Junior and Leaving cert Level.

• Captained my schools Irish debating team at Junior Cert Level

**Comedy and acting:**

• I recently had a stint in New York city performing 2 weeks of Stand up comedy gigs. This, along with my personality, provided me with lots of confidence and good human interaction and social skills. I also regularly perform in Gigs around Dublin.

• In terms of acting, I regularly audition for jobs, and have acted in Numerous short films. This has given me the skills to be comfortable in a strange situation. I have also completed a Diploma in Performance arts in the Gaiety School of Acting.

**Languages:**

English: Native

Irish: Fluent

French: Conversational

**Other Hobbies;** Reading, writing, Music.