

KEITH MANNION

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Law graduate with first class honours, who has passed all the FE1s, with relevant legal experience. Dedicated, hardworking and a team player who will make the most of any opportunity afforded to me.

Work Experience

PERMANENT-TSB

AML Administrator

Feb 21 – Present

- Involved in Forte pilot programme for online account verification.
- Verifying AML documentation/information for new and existing customers.
- Designed training document for Forte programme.
- Processing of account applications in accordance with regulatory requirements and as per the Bank's procedures.
- Performing Quality Assessments on completed applications.
- Completing on-going customer due diligence reviews.
- Use the Bank's core IT systems to manage daily volumes of workloads efficiently and effectively.

O'BRIEN REDMOND

Legal Assistant

Jan 20 – Sept 20 (Nine Months)

- Experienced a diverse range of legal areas.
- Provided support in settlement meetings relating to rental agreements and mediations at the WRC.
- Regularly attended court with and without an accompanying solicitor.
- Regularly attended the stamping office and various courts offices.
- Learnt a great deal about conveyancing and regularly scheduled title documents.
- Filing and administration support for the wider team on an ad-hoc basis.
- Through everyday use, became greatly familiar with the case management system Evolve.
- Some experience with dictation.
- Within this role I gained valuable experience within a professional environment, liaising, and supporting senior members, upskilling on my communication skills and attention to detail while drafting legal documentation.

CARMODY MORAN

Intern

Jun 19 – Jul 19 (Two Months)

- Meeting with clients face to face, over the phone and through email to assist with questions and queries arising.
- Attended court to file pleadings and other relevant documents.
- Responsible for office duties including filing in the office, managing post and scheduling appointments for the solicitors.
- Tasked with preparing briefs leading to regular interaction with the partners, gaining experience from the senior team.
- Filled out PIAB forms.
- Within this role, I built confidence meeting and communicating with clients and gained knowledge about the court system.

MICHAEL STAINES

Intern

Jul 2018 (Two Weeks)

- Over a two-week internship, I was given the opportunity to observe solicitors of the firm both in court and the office environment.
- Tasked with re-organised the firm's filing system and prepared files for the solicitors.
- Within this role I learnt a great deal from those in the firm about working in the legal profession.

Education

FE1s

Completed. As of March 2020, I have successfully passed all my FE1s.

MAYNOOTH UNIVERSITY

LLB International

2014-2018

- Four-year degree in Maynooth where I finished third overall in my class.
- In my first year I studied Law, History and Politics, before moving into pure Law.
- Spent my third year abroad at the University of New Brunswick, Canada.

Final Result: First Class Honours

UNIVERSITY OF NEW BRUNSWICK

School of Law

2016-2017

- Through acquiring the requisite grades in second year, I qualified for the opportunity to study for a year in Canada at a post-graduate level.
- Studied subjects including Commercial law, IP law, bankruptcy and receivership law, business organisations, remedies, and construction law.

ST MARY'S COLLEGE, C.S.SP.

Rathmines, Dublin 6

2008-2014

Achievements

- Finished third overall, in my class ranking, in university
- Free Legal Aid Clinic qualified volunteer
- Completed HarvardX Computer Science for Lawyers
- Member of Saint Marys College senior rugby team 2012, 2013, 2014
- St Mary's Player of the Year 2014 (for teamwork and dedication)
- Grade 6 Piano
- Leinster U17 Representative

Hobbies and Interests

I am passionate about rugby, both as a player and a supporter. I have enjoyed success on the pitch as a member of winning teams in the New Brunswick, Maritime Canada, JP Flanagan 2 and Freshman All-Ireland rugby tournaments. I have been playing rugby for the last fifteen years and enjoy being part of a team in competitive and intense environments. Beyond rugby, I am a keen sports fan, with an interest in Gaelic Football and American Football, among others. I am also an avid reader, covering numerous genres, as well as enjoying a wide range of podcasts.

References available upon request