Luke McGivern

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#### EDUCATION

**UCC: Masters (LLM) in Environmental and Natural Resource Law 2018/19**

—Awarded a Quercus Academic Scholarship

**Maynooth University (LLB)**  **2012-2016**

—Graduated with a 1.1 First Class Honours

#### WORK EXPERIENCE

Red Energy: 570 Church St, Richmond VIC 3121, Australia April–August 2018

Customer Initialization

* I worked as part of the Customer Initialisation Team, in the Revenue Protection Department.
* I investigated customer accounts to secure back-billing for non-payment of bills.
* I analysed large amounts of information and ascertained what information was relevant to aid the investigation (dates/bills/meter readings etc)
* I communicated with other departments and customers on a daily basis to aid in my investigations.
* I was required to meet strict targets and deadlines and operated in a high-pressure environment. I learned a lot about data analysis in this role and it improved my capacity for processing high volumes of information and discerning the important details from it. This is a skill I think is vital in a legal professional.

Ministry of Education: 33 Bowen Street, Wellington, New Zealand Nov 2017- Jan 2018

Legal Administrator

* I worked as part of the Early Childhood Education Funding Team.
* I was the point of contact for the team to the Ministry's Legal Team, Crown Law.
* I regularly drafted correspondence, and analysed large volumes of highly confidential legal material.
* I proof-read and amended a number of highly confidential investigation reports which were published to the offending companies.
* I was compiled packs of evidence/relevant correspondence to send to Crown Law to aid them in taking cases against companies fraudulently claiming funding.
* I liaised with senior lawyers, and the head of the department on a regular basis and was required to meet strict deadlines on each project I was assigned. The role required me to be well written, organized, have the ability to multitask, and work well under pressure. In this role, it was essential for me to comfortable liaising with senior lawyers, and to be able to communicate with them effectively.

LK Shields: 40 Upper Mount St, Dublin, Ireland June - July 2015

* I worked as part of the paralegal team throughout my internship.
* I received short-term assignments from many different departments of the firm.
* I worked quickly and under pressure due to the urgency of every assignment that was assigned to me.
* The tasks included: filing, compiling folders, editing documents, filing court documents.

McGivern Flynn Insurance brokers: 36 Lad Lane, Dublin, Ireland 2010-2015

* I worked in an administrative assistant role for a total of 5 years on an intermittent basis.
* This role involved filing, clerical work, and general office support work.
* Towards the end of my time there I was required to operate the phones, and field calls from clients, taking details of their enquiries, and passing them on to the relevant department heads in the office.

Hospitality Work Experience:

Cork International Hotel: Cork Airport Business Park, Co. Cork Sept 2018 - Present

* Currently working as a section waiter part-time
* My role is as a member of the floor-staff team

Charley Noble: 1 Post Office Square, Wellington, 6011 Oct 2017 – Jan 2018

* Worked as a server for the duration of my time there
* My role was to look after my own section of table, which included food and drinks service

Mount Bistro: 6 Adams Ave, Mount Maunganui, Tauranga Feb-June 2017

Front of House/Server

* Worked as a server/bartender for the duration of my time there
* Gained experience in finer dining food service, and a knowledge of wines and wine matching

The Mespil Hotel: Mespil Road, Dublin 4 Oct-May 2016/Oct-Jan 2017

Bar and Restaurant Assistant

* I worked in a very busy restaurant environment as both a server and barista.
* I also worked in a very busy bar environment—serving pints/cocktails/coffee and also food.

## SKILLS

* Computer skills

I am extremely proficient in Microsoft Office Suite (Excel, Powerpoint, Word), and have experience using all of the main legal research databases (Lexis, Justis, Westlaw etc.) I have experience drafting legal correspondence, using and maintaining internal databases and filing systems.

* Communication

I have excellent written and verbal communication skills. I am an empathic listener and persuasive speaker. Working in hospitality has taught me vital skills regarding speaking in public, to groups, or via electronic media. Throughout my recent experience in large office spaces I have learned the vital skills necessary to work efficiently by communicating with other departments.

* Teamwork

Teamwork is an essential element of my skillset. Any job that I have had to date has required me to develop my teamwork skills even further. With hospitality, the team focus was on pragmatism and speed, which meant working efficiently as a team and communication was vital. More recently, having worked as a part of a number of departmental teams I have learned the value of teamwork in an office setting—particularly with regard to meeting strict deadlines, and ensuring harmonisation on large multiple department projects.

* Initiative

I pride myself on my ability to take the initiative. Years of varied jobs has taught me the value of my own opinion, and the confidence to utilise it in many different scenarios. In both my hospitality and office work history, I have been required to use my initiative regularly, with mixed results. The combined success and failure of these instances has taught me to be clinical in using my initiative. I believe my instincts have sharpened greatly in the past number of years.

* Problem solving

Problem solving is arguably the most essential skills for any trainee lawyer, and it is something I have worked tremendously hard to improve throughout my study of law at undergraduate level. The combination of my academic problem solving skills (case work/moot court) that I have developed in university, couple with my real life application of these skills in a work environment (both in the legal setting, and in hospitality) has given me an excellent understanding of the problem solving process. It has allowed me to turn problem solving into one of my most valuable skills.

* Flexibility

Flexibility is essential for anyone working in the legal field. My flexibility and pragmatic skills have allowed me to flourish in situations where I have been forced to think quickly on my feet and apply a wide variety of my other skills to an unexpected situation. This occurred regularly in my legal internship, when I was issued urgent short-term jobs of a varied nature, and is absolutely commonplace in the hospitality industry. Working in a restaurant where no two hours are the same has allowed me to become incredibly flexible and calm in the face of adversity and high stress situations. Further to this, I believe that having balanced work and study for the 4 years of my undergraduate degree, and maintaining extremely high results, testifies to my flexibility.

* Legal Writing

I have excellent legal writing skills, and have excelled in this area throughout my studies, and in the work environment. I have the ability to be precise, persuasive, and informative, and have displayed this skill regularly throughout my college assignments—most recently receiving first class honours in my final year thesis for my LLB. In my role as legal administrator, I was tasked with proof-reading and correcting a number of highly important legal investigation reports on the basis of my writing and grammar strength. Further to this, I was awarded the only Quercus Scholarship given to the law school in UCC on the basis of my essay submission on the topic of my masters subject choice.