

Luke Forde

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EMPLOYMENT HISTORY

- Jun 2015 — Aug 2015 Tax Intern, Ernst & Young
- Tax return preparation.
 - Miscellaneous administrative duties.
- Sep 2016 — Dec 2017 Assistant Tax Advisor, Ernst & Young
- Tax return preparation for both domestic and international assignees.
 - Conduction of briefings for incoming assignees.
 - Drafting of letters and emails to public bodies and clients.
 - Calls and meetings with clients.
 - Responsible for billing of team engagements.
 - Miscellaneous administrative duties.
- Jan 2018 — May 2018 Legal Assistant - Litigation, Eversheds Sutherland
- Drafting of legal documents, specifically grounding affidavits and civil bills.
 - Attending barristers in court.
 - Lodging court documents.
 - Various administrative duties.
- Mar 2019 — Aug 2023 Legal Executive, Ivor Fitzpatrick & Co Solicitors
- Experience in debt recovery and mortgage arrears litigation as support staff and fee earner.
 - Experience in District Court, Circuit Court and High Court.
 - Worked with various clients, including banks, public authorities, car finance leasing, etc.
 - Management of legal diary, instructing counsel and solicitor agents, attending court, drafting affidavits and settlement agreements, and taking calls from defendants and their representatives.
- Aug 2022 — Present Legal Executive, ORIX Aviation Systems Limited
- Drafting aircraft lease conditions precedent documents and other ancillary forms necessary for completion of commercial transactions.
 - Maintenance of bible documents, physical files, internal projects and administration trackers.
 - Assisting the internal team of lawyers in commercial transactions.
 - Review and drafting of non-disclosure agreements.
 - Oversight of filings to ensure aircraft are in full regulatory compliance.
 - Ad hoc project work.

EDUCATION

- 2005 — 2010 St. Peter's College, Dunboyne.
- Leaving Certificate results:
- English (Honours) – B2
 - Mathematics (Pass) – C2
 - Irish (Pass) – C2
 - History (Honours) – A2
 - Geography (Honours) – A1
 - French (Honours) – C3
 - Construction (Honours) – B3
- 2010 — 2013 History (Level 8), Maynooth University, Kildare
Second Class Honours, Grade One (2:1)
- 2014 — 2016 Master in Legal Science–Professional (Level 9) , Maynooth University, Kildare
Second Class Honours, Grade One (2:1)
- Law Society of Ireland (FE-1s March 2022 – March 2023)
Passing grade in eight FE1 examinations over three sittings:

- Law of Contract - 61
- Equity & Trusts - 57
- Property Law - 50
- Tort Law - 56
- Company Law - 50
- Law of the European Union - 53
- Constitutional Law - 50
- Criminal Law - 60

SKILLS

Ability to Work Under Pressure	Expert	Legal Writing	Expert
Effective Time Management	Expert	Legal Research	Expert
Ability to Work in a Team	Expert	Problem-solving Skills	Expert
Fast Learner	Expert	Attention to Detail	Expert
Communication Skills	Expert	Public Speaking	Expert