

***Curriculum Vitae* of Luke Lyons**

Luke Lyons LLB

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Education

Moyle Park College, 1992-1997 Leaving Certificate.

National Print Museum of Ireland, 2010-2011 – FETAC Level 5 award in Culture and Heritage Studies.

Maynooth University, 2012-2016 - Bachelor of Law Degree, grade 2:1.

Law Society of Ireland FE1 exams completed.

Employment History

Position: Case officer for the Veterinary Council of Ireland's Preliminary Investigation Committee, August 2021-present.

Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin 4, D04 NY29

Duties of Role:

- Assist and support the Preliminary Investigation Committee acting as their agent in investigating complaints and procuring relevant documentation and reports.
- Work on own initiative in managing a challenging workload, preparing documentation for Preliminary Investigation Committee meetings, drafting case reports, developing case plans and taking minutes of meetings where required.
- Providing information, advice and guidance on any queries concerning the investigation process.
- Ensuring that any high risks identified as part of a complaint are assessed and immediately notified to the Head of Legal to ensure appropriate investigation and learning.
- Arrange, schedule and support meetings including taking minutes and assisting the Head of Legal in drafting reports.
- Interact with a wide range of people who use and are relevant to procedures and activities of the Veterinary Council of Ireland.

- Provide statistics and maintain data storage for reporting purposes.
- Develop a culture of continuous improvement within the team by identifying and reporting on risks and making recommendations for improvements to the operation of the complaints process.
- Monitoring and reporting on the internal Key Performance Indicators for the complaints and investigation function.
- Assisting with the development of knowledge management systems as required.
- Assist with the preparation of material for the website and Annual Report.
- Support the wider team with duties assigned by the Head of Legal.

Position: Judicial Assistant to the High Court, September 2018-July 2021.

Courts Service of Ireland, Phoenix House, 15/24 Phoenix Street North, Smithfield, Dublin 7, D07 F95Y

Duties of role:

- Accompanying judge to court.
- Taking notes on evidence or submissions during hearings.
- Acting as a liaison between the judge and parties to litigation (if required).
- Assistance with the management of the judge's official documentation.
- Ensuring compliance with the in camera rule in relevant cases and as directed by the judge.
- Conducting legal research.
- Summarising facts, legal submissions, case law, and other relevant materials as directed by the judge.
- Proofreading draft judgments.
- Assisting judge in preparing draft judgments.
- Assisting in the preparation of lectures, conference papers, and speeches.

Position: Free Legal Aid Centre Volunteer, June 2017- March 2020.

Citizens Information Centre, Ballyowen Community Centre, Ballyowen, Lucan, Dublin K78 X6V9

Duties of role:

- opening and closing centre
- managing queue of visitors
- entering data on consultations between visitors and lawyers into Oyster Database.

Position: FAS Trainee in Culture and Heritage Studies/ Tour Guide, September 2010-September 2011.

National Print Museum, Beggar's Bush, Haddington Rd, Dublin, D04 E0C9

Duties of role:

- Giving tours of museum and its collection to visitors.
- Coordinating visiting groups of primary and secondary schoolchildren.
- Conducting outreach events on behalf of museum offsite.
- Manning reception of museum.
- Completing Culture and Heritage Studies course.

Position: Assistant transport planner and general operative, May 2000- March 2010

Johnson Brothers Ltd, Ballymount Avenue, Ballymount, Dublin D12 RF44

Duties of role:

- Monitoring status of nationwide deliveries.
- Liaising with sales representatives, clients, and contractors.
- Preparing orders for delivery.
- Stocktaking.

Position: Various retail roles, 1997-2000, 2010-2017.

References:

The Hon. Mr. Justice Senan Allen

Four Courts,

Inns Quay,

Dublin 7.

D07 N972

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More references available on request