**Manuel Florendo**

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0863511404

**Profile:** Hons BA in LL.B. graduate, who has passed five FE-1 exams, possesses more than two years’ experience in both Plaintiff and Defence litigation, administration, case management, research, legal drafting and knowledge of court proceedings.

**Key skills:**

* Knowledge of Court proceedings in both Plaintiff and Defence litigation.
* Excellent communication and interpersonal skills combined with the ability to liaise with clients, counsel and corresponding experts.
* Case management and organisational skills with a keen attention to detail.
* Research skills acquired through study and work.
* Adept in working under pressure
* Legal writing skills, drafting pleadings, letter, scheduling and brief preparation; I.T. skills, adept in the use of Microsoft Office (Word, PowerPoint, Excel) and case management software.

**Education History:**

October 2016 passed FE-1 subjects, Company Law, Equity and Trust Law, Contract Law, Property Law, Criminal Law

2013-2014 *BA Hons in Law*, Dublin Business School, Georges Street, Castle House, Dublin 2

2010-2013 *BA Ord in Legal Studies,* Dublin Business School, Georges Street, Castle House, Dublin 2

2009-2010 *Leaving Certificate*, St. Brendans College, Woodbrook, Bray, Co. Wicklow

**Career History:**

* 2 April 2017 to Present date, ***Pre-Traineeship***, Ahern Rudden Quigley Solicitors, 5 Clare Street, Dublin 2

*Employment Experience:* I possess knowledge in Plaintiff and Defence litigation, generally under Circuit Court and District Court jurisdiction, involving areas in: commercial law, personal injury, debt collection, product liability, sales of goods, employment law, and licensing.

I am adept in the forgoing court procedures. I have managed files from their initial stages to the point of their respective settlement and conclusion. I have dealt with commercial clients, counsel, the Companies Registration Office, probate office, courts, court appearances, settlements together with the preparation of court documents, drafting letters, pleadings, judgment papers, registration of judgements and enforcement, preparation of briefs and reviewing lease.

*Career Highlights:*

* Debt Collection Settlements worth €6,000 to €10,000
* Drafting applications for Special Exemption Orders
* Research on EU Law
* Court attendance, the use of forms in the PRAI and Probate office searches.
* Research on Enforcement of non-EU foreign judgment in Ireland
* 16 January 2017 to 31 March 2017, ***Legal Executive***, Robinson O'Neill Solicitors, 120 Pembroke Road, Dublin 4

*Employment Experience:* I possess knowledge in Plaintiff and Defence litigation, generally under High Court and Circuit Court jurisdiction, involving areas in: commercial law, personal injury, debt collection, judicial review, employment law, medical negligence and family law.

I am adept in the procedures involved in same. I have managed files from their initial stages to the point of their respective settlement and conclusion. I have dealt with experts, clients, counsel, meetings, settlements, judicial bodies, WRC, EAT, HPRA and other corresponding parties related to the proceedings together with the preparation of court documents, drafting letters, pleadings and the preparation of briefs and reviewing contracts.

*Career Highlights:*

* In charge of a commercial court case together with its mediation proceedings, the case is valued at €7,000,000.
* The management of personal injury and medical negligence cases worth €30,000 up to €150,000.
* I was also involved in the preparation of an insurance arbitration case worth approximately €2,000,000.
* I was further involved in debt collection proceedings worth €6,000 to €500,000, acting for both the Plaintiff and the Defendant.

**Academic Activities:**

*Dublin Business School*

* 2013-2014 ***acting President,*** Law Society
* 2013-2014 ***Secretary***, Law Society
* 2013-2014 ***Class Representative***
* 2012 participated in the ***DCU Mooting Competition***
* 2010-2013 ***Junior Officer***, Law Society,
* 2010-2014 Basketball Society, Volleyball Society, Badminton Society, Drama Society

**References:**

* *Gerard Rudden (Partner)/Connor Quigley (Partner), Litigation Department, Ahern Rudden Quigley Solicitors,* 5 Clare Street, Dublin 2
* *Georgina Robinson, Principal, Robinson O'Neill Solicitors*, 120 Pembroke Road, Dublin 4
* *Timothy Smyth*, In-House Solicitor, Mobile No. 087 988 2703, The National Association of General Practitioners, 17 Kildare Street, Dublin 2
* *Morgan Shelley B.L*., (0857196725), 145-151 Distillery Building, Church Street, Dublin 7
* *Noleen Cahill*, Atlanta Nursing Home, Sidmonton Road, Bray Co. Wicklow
* *Sharon Sheehan,* Program Leader, Dublin Business School, Castle House, George’s Street, Dublin 2