**Manuel Florendo**

77 The Headlands, Putland Road, Bray, Co. Wicklow

manueflorendo03@gmail.com

0863511404

**Profile:** BA Ord in Legal Studies and BA Hons in Law graduate, who has passed 7 FE-1 exams, possesses more than two years’ experience in Plaintiff and Defence litigation, case management, research, legal writing and extensive knowledge of court proceedings.

**Key skills:**

* Extensive knowledge of Court proceedings in District Court, Circuit Court, High Court jurisdiction in Plaintiff and Defence litigation.
* Excellent communication and interpersonal skills combined with the ability to liaise with clients, counsel and corresponding experts.
* Case management, file management and organisational skills with a keen attention to detail.
* Research skills acquired through study and work.
* Legal writing skills, drafting pleadings, legal letters, preparation of court documents, preparation of brief, court forms and billing.
* I.T. skills, adept in the use of Microsoft Office (Word, PowerPoint, Excel) and case management software (Expd8 and Cortbase).

**Career History:**

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

*Employment Experience:* Case management of Circuit Court and District Court cases involving the following areas: land law, tenant law, debt recovery, sale of goods, contract law, enforcement of foreign judgment, product liability, patent search and licensing. It includes corresponding with commercial clients, counsel, court attendance, the preparation of court documents, drafting letters, drafting pleadings, research, negotiations, billing, reviewing financial statements, folios and commercial leases.

*Career Highlights:*

* Debt recovery settlements worth €6,000 to €13,000 and the return of specific chattel.
* Drafting applications for Special Exemption Orders
* Research on EU Law
* Court attendance, the use of legal forms
* Research on Enforcement of non-EU foreign judgment in Ireland
* Enforcement of judgments.
* 16 January 2015 to 31 March 2017, ***Legal Executive***, Robinson O'Neill Solicitors, 120 Pembroke Road, Dublin 4

*Employment Experience:* Case management of High Court, Commercial Court and Circuit Court cases involving the following areas: commercial law, personal injury, medical negligence, defamation, debt recovery, judicial review, employment law, contract law and family law. It includes corresponding with clients, counsel, experts, court attendance in all jurisdictions, attending settlement talks, attending the WRC, EAT and HPRA. Furthermore, my work involved the preparation of court documents, drafting letters, drafting pleadings, research, negotiations, billing, reviewing financial statements, folios, forms used by the WRC, EAT, HPRA and the PIAB together with reviewing employment 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.

**Education History:**

October 2017 passed FE-1 subjects, Tort Law, Constitutional Law.

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

**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 and Drama Society.

**References:**

* *Gerard Rudden (Partner), Connor Quigley (Partner), Litigation Department, Stephen Ahern (Managing Partner), Conveyancing Department, Ahern Rudden Quigley Solicitors,* 5 Clare Street, Dublin 2
* *Georgina Robinson, Principal, Robinson O'Neill Solicitors*, 120 Pembroke Road, Dublin 4
* *Timothy Smyth*, *Principal*, *Timothy Smyth Solicitors*, Mobile No. 087 988 2703, 37 Watergate Street, Navan, Co. Meath
* *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