

Curriculum Vitae - Mark McPhillips

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D.O.B: 10/06/1991

Education

The Law Society of Ireland, FE-1 Examination Candidate: 2014-2015
All Examinations Completed

The Law Society of Ireland, MOOC in Technology Law: May 2015 – June 2015
Overall Grade Achieved: **Distinction**

Tubingen Sprachinstitut, Stuttgart, Germany: Sept-Dec 2014; German Language Studies
European Language Certificate: **First Class Honours Level B1; Level: B2**

University College Dublin: 2010 -2014; Business and Law (BBL) (Hons)
Overall Grade Achieved: **2.1 Honours Degree**

Gonzaga College S.J, Dublin 6: 2004 -2010
Leaving Certificate Results: 515 Points (out of 600)

Work Experience

Management

February 2016 - September 2016

Co-Ordinator of Volunteer Programme 2016 at SUAS Educational Development Charity

- Managed a team of 12 Irish volunteers in the delivery of quality teaching to under-privileged children in Kolkata, India
- Collaborated with Partner Organisation in Kolkata to ensure efficient teaching through weekly meetings with CEO and Teachers
- Ensured the Health, Safety and Security of the Volunteers in strenuous conditions
- Engaged in conflict resolution, team building activities, micro-management
- Simultaneously worked on projects with Kolkata based charities, Hamari Muskin and Thoughtshop.

Legal

May 2015 - May 2016

Legal Trainee at Lavelle Solicitors, St. James' House, Adelaide Road, Dublin 2

- Member of a highly productive team dealing with personal and corporate insolvency matters
- Drafted proceedings for the District, Circuit and High Court
- Large responsibility in enforcement actions throughout the debt recovery process
- Attended legal proceedings, maintained effective correspondence with clients, barristers

April 2015 – May 2015

Assistant to Dublin Referendum Co-Ordinator – Grant Lodge Ltd

- Worked as part of a team organising the Polling Stations, Count Centres and logistical set-up for six of Dublin's Constituencies
- Dealt with six of Dublin's Head Constituency Representatives, Dublin's Sheriff and other Referendum Organisers
- Assisted in the Organisation of Dublin's largest Count-Centre in the RDS

- 'Clerk of the Dail' during the Count Process, RDS Ballot Box Supervisor

Marketing, Operations and IT

November 2011 – June 2012

Brand Ambassador at Insight Marketing, 40 Lower Leeson Street, Dublin 2.

- Attracted new clients and customers through face to face contact and effective communication.
- Targets set out for each product; comprehensively achieved every objective.
- Invigorated and strengthened various brands through Social Technologies and Customer Interaction.

February - May 2007

'Ich bin leise' IT Company, Dettenhausen, Stuttgart, Germany.

- Logistics Department; Dealt with operating system efficiently to dispatch deliveries effectively.

Sales & Customer Service

September 2013- December 2014

Finnegan's Pub and Restaurant, Dalkey, Co.Dublin.

- Waiter/Bartender; Dealt with customer needs, desires and complaints in a high intensity environment; Strong focus on delivering exceptional customer service.

Skills, Interests and Achievements

- **Free Legal Advice Centre (FLAC): Aungier Street, Dublin 2.**
Assistant to Employment Law Experts; I engage in on-the-spot research, data collection, and collaborative problem solving for those who seek legal information.
- **Languages: German:** Proficient speaker having spent a combined six months studying in Munich and Stuttgart. I currently give individual tuition to two Junior Certificate students.
- **French and Irish** Intermediate speaker having completed a Living Languages Course in Nice and three terms in the Irish speaking Gaeltacht.
- **IT Skills:** Keyhouse, Microsoft Office, Excel, Powerpoint, ECDL, Prezi, Photoshop and iMovie skills.

Strong experienced team player with demonstrated leadership qualities:

- Captain of Granada F.C, Sunday Premier League Team, 2000-2008.
- Represented South Dublin Football Team in European Competitions, 2007.
- Starting out-half for Gonzaga Senior Cup Rugby Team which won the Leinster Vinnie Murray Cup, 2010; currently play tag-rugby, soccer, tennis and golf.

Charity:

- Member of the **Saint Vincent de Paul** Charity in UCD for four years and continue to participate in the 'Soup Run' in the city centre every Wednesday.

REFERENCES: Available on request.