

Mark Kiniry

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Personal Profile

I am a final year Law and Economics student in the University of Limerick. I have previous law firm and office experience. I am hard working, detail orientated and result driven. I am keen to source a challenging role in a dynamic organization which will offer challenging work, a progressive career path and the opportunity to maximize my potential.

Education

University of Limerick | September 2014 – May 2018

- Bachelor of Laws, Minor Economics
- Gained first-hand experience through participation in Moot Court Competitions.
- Improved performance through feedback from distinguished law Professors, Practitioners and Judges.
- Activities:
 - UL Vikings Football, Rookie of the year 2014-15
 - UL Law Society, Active member
 - UL Exchange Program, Guide

Midleton C.B.S Secondary School | 2007 – 2014

- Leaving Certificate

Work Experience

Ronan Daly Jermyn | Intern | May 2016 – January 2017

- Conducted research relating to client liability in large scale public procurement cases.
- Prepared presentations for clients regarding the implications of the commencement of the Construction Contracts Act 2013.
- Assisted in drafting several contracts of sale including a number of high value commercial properties.
- Carried out social media and background checks on individuals suspected of insurance fraud.
- Took attendance on CCTV footage related to potential insurance fraud.
- Drafted multiple letters to both clients and opposition solicitors.

John Sisk and Son Ltd. | Office Assistant | May 2015 – August 2017

- Provided office support to quantity surveyors and secretaries in multiple offices across Ireland.
- Assembled tender enquiry packs for issue to potential clients.
- Performed various clerical duties including filing and inventory management.
- Ensured office tidiness and organization particularly prior to client visits.

UL Vikings Football | Public Relations Officer | September 2014 – August 2015

- Wrote a series of articles advertising the club to potential members.
- Liaised with potential club sponsors.
- Met with the University's clubs & societies officials in order to secure funding and amenities.
- Organized and participated in several club open days for new members.

TK Maxx | Sales Associate | September 2015 – May 2016

- Handled both cash and credit transactions.
- Received extensive training in customer communication and service.
- Interacted with customers to identify purchasing needs and recommend additional products or cost-effective alternatives.
- Provided training to new employees to uphold company policies and sustain customer satisfaction.

Skills

Highly skilled in the use of legal databases such as Justis, Westlaw and LexisNexis. Proficient in Microsoft Office, Keyhouse Legal Practice Management Software, Adobe Acrobat, Social Media.