**Mark O’Connor**

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**Profile:**

I am a final year Law and Accounting student currently studying at the University of Limerick and wish to pursue a career in law. I am enthusiastic, hard working, energetic and a quick learner. I am an excellent teamworker and collaborate with others to get a job done. I take great pride in everything I do and always strive to complete tasks to the best of my ability. I have strong people skills and excellent computer literacy. I pay particular attention to detail and always find a way to solve problems. I have excellent written and communication skills. My positive outlook influences those around me. I help others willingly and I enjoy taking on new tasks.

**EDUCATION**

**University of Limerick September 2013 - Present**

*BA. Law and Accounting*

Current QCA of 3.09/4.0

Final Year Student.

Graduate in summer of 2017

**Crescent College Comprehensive June 2013**

*Leaving Certificate*

* 465 points

**EXPERIENCE**

**PwC, Dublin January 2016 – September 2016**

*Co-Op Student, Tax Department*

* Spent 8 months working in the VAT section of PwC’s tax practice.
* Duties included tax compliance, client risk management and general office duties.
* Gained valuable “hands on” office experience.
* Responsible for contacting clients and filing their returns on time

**DJ O’Malley & Co. Solicitors, Limerick September 2015 – December 2015**

*Office Assistant*

* Worked part time as an assistant in my father’s solicitor’s office during a semester of college.
* Duties included typing and drafting letters, filing and organizing case files, photocopying cases for trial and getting legal documents stamped.
* Gained an insight into how a law firm works.

**Harry Caray’s Tavern, Chicago, Illinois May 2015 – August 2015**

*Restaurant Server and Busser*

* Worked in a busy restaurant on Navy Pier – One of Chicago’s busiest tourist spots.
* Waited, served and bussed tables.
* This job greatly enhanced my communication and interpersonal skills as I was in constant contact with customers.

**Bobby Byrnes Corner Store, Limerick September 2013 – May 2015**

*Shop Assistant*

* Worked part time in a convenience store while I was in college.
* I was responsible for either opening or closing the shop on weekends.
* I was responsible for training in new members of staff.
* I was trusted to count the money and balance the tills when the shop had closed.

**Harrison O’Dowd Solicitors, Limerick March 2011 – May 2011**

*Work Experience Student*

* General office administration work.
* Filing and organizing case files.
* Photocopying case files for trials.
* Accompanying solicitors to court.

**Grant Thornton Chartered Accountants, Limerick April 2011 – May 2011**

*Work Experience Student*

* General office administration work.
* Assisting colleagues in completing tax returns.

**HOBBIES/ACHIEVEMENTS**

* Member of Garryowen FC.
* Munster Schools Junior Cup Winner
* Member of UL Law Society.
* Completed ECDL (European Computer Driving Licence).