***AREAS OF EXPERTISE***

*Criminal, Equity, Commercial, Company & Land Law*

*Accounting & Taxation*

*Organisation & Observation*

*Research*

*Legal Documentation*

*Professional Relations*

*Legislation & Regulations*

*IT Skills; MS Word, Excel, & PowerPoint*

***PERSONAL DETAILS***

**Mark O’Connor**

**Homeleigh,**

**O’Connell Avenue,**

**Limerick**

***M: +353 87 4193141***

**Mark O’Connor**

**BA (Hons) Law & Accounting Graduate (UL)**

**PROFILE**

* + - * *Highly ambitious and hard-working Law & Accounting graduate with a strong theoretical knowledge of a variety of areas including Company, Land, Constitutional, Commercial & Criminal Law as well as accounting, auditing and taxation.*
			* *Flexible & robust team player with comprehensive experience of working within busy pressurised environments. Possesses excellent communication skills and the ability to build relations with a variety of professionals, whilst meeting/exceeding deadlines.*
			* *Holds solid hands-on legal office experience, strong organisational skills & proven observational ability. Currently looking for a traineeship position to continue my journey in becoming a solicitor.*

**KEY ACADEMIC QUALIFICATIONS**

University of Limerick 2013 - 2017

*B.A. (Hons) in Law & Accounting (2.1 Hons)*

*This programme has equipped me with a firm grounding in all aspects of accounting, including taxation – deepening my understanding of business transactions. It has also provided me with a comprehensive understanding of the principles of law.*

Key Completed Modules Include:

|  |  |
| --- | --- |
| Company Law | Constitutional Law |
| Land Law | Law of the European Union |
| Equity & Trusts | Contract Law & Criminal Law  |
| Management Accounting | Corporate Taxation |
| Commercial Law | Accounting & Auditing Frameworks |

Crescent College Comprehensive 2013

*Leaving Certificate (465 Points)*

KEY PROFESSIONAL EXPERIENCE

Harrison O’Dowd Solicitors – Limerick Jul ’17 – Aug ’17

Summer Intern

* **Team Work:** Worked both on own initiative and as part of a busy legal team within a fast-paced office – carrying out all designated duties within the specified timeframes, whilst providing direct assistance to senior solicitors as required.
* **Observation:** Actively observed the general workings of the office and the solicitors themselves, particularly how they managed their time throughout the day and how their mannerisms changed according to the legal situations they were in.
* **Organisation:** Arranged and filed documentation, accurately prepared briefs for court and got legal documents stamped. Also, carried out more traditional clerical duties such as; answering the phone and writing emails.
* **Research:** Carried out a variety of research as requested by senior solicitors, primarily researching prior legislation, fact-checking for cases and drafting memos – accurately relaying all information back to them.

***PERSONAL SKILLS***

*Communication & Interpersonal*

*Time Management*

*Leadership*

*Teamwork*

*Attention to Detail*

***PERSONAL TRAITS***

*Hardworking*

*Resourceful*

*Analytical*

*Enthusiastic*

*Quality Orientated*

PwC – Dublin Jan ’16 – Sep ’16

Co-Op Student *(Tax Department)*

* Worked as part of a busy team within the VAT section of the PwC’s tax practice – carrying out numerous duties including tax compliance, client risk management and general office duties.
* Responsible for contacting clients and facilitating them in the confidential filing of their returns within their designated deadline date - ensuring all jobs were completed both accurately and to the highest quality standards.
* Actively ensured that all duties were carried out in strict adherence to all internal and regulatory guidelines and procedures.

DJ O’Malley & Co. Solicitors – Limerick Sep ’15 – Dec ’15

Office Assistant

* Worked within the family’s legal firm carrying out a range of duties including; typing & drafting letters; filing & organising case files; photocopying cases for trial; and getting legal documents stamped – whilst gaining a strong insight into how a law firm works.

OTHER PROFESSIONAL EXPERIENCE

Harry Caray’s Tavern – Chicago, Illinois May ’15 – Aug ’15

Restaurant Server & Busser

Bobby Byrnes Corner Store – Limerick Sep ’13 – May ’15

Shop Assistant

Harrison O’Dowd Solicitors – Limerick Mar ’11 – May ’11

Work Experience Student *(Secondary School)*

* Carried out a variety of tasks including general office administration work, filing and organising case files, photocopying case files for trials and accompanying solicitors to court. This experience reaffirmed my childhood desire to work in law and put me on the path to choosing the Law & Accounting degree course in UL.

**OTHER HOBBIES & ACHIEVEMENTS**

* Member of the *UL Law Society.*
* Member of *Garryowen Football Club*.
* Munster Schools Junior Cup Winner.
* Completed ECDL (European Computer Driving Licence).
* Full Irish Drivers Licence

 **REFERENCES AVAILABLE ON REQUEST**

**Mr. Billy O’Dowd Ms. Danielle McKay**

Partner VAT Manager

Harrison O’Dowd Solicitors PwC Dublin

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