**Matthew Skelly**

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**Education:**

**FE-1 Examinations;** March 2016

|  |  |
| --- | --- |
| Criminal Law – 58 | Property Law – 53 |
| Contract Law – 54 | Equity – 51 |
| Constitutional Law – pending | Tort Law - pending |

**LL. M in Law and Public Policy**, 2013 – 2014 National University of Ireland, Galway

|  |  |
| --- | --- |
| Advanced Legal Methods and Research – 64 | Judicial Activism – 60 |
| Communications Law – 58 | Processes of Law Reform – 65 |
| Legal Policy and Regulation – 58 | Thesis – 65 |
| Sentencing and Penal Policy – 60 |  |

**Degree Grade – 2.1**

**Bachelor of Civil Law**,2010 - 2013, National University of Ireland, Galway

**First Year Results:**

|  |  |
| --- | --- |
| Tort Law – 56 | Intensive Legal Methods and Research – 66  |
| Constitutional Law – 56 | Legal Procedure – 35  |
| Contract Law – 35 | Family Law – 52  |
| Irish Legal Systems – 58  |  |

**Second Year Results:**

|  |  |
| --- | --- |
| Company Law – 56 | Company Law II – 60 |
| EU Law – 58 | EU Law II - 44 |
| Administrative Law – 50 | Administrative Law II - 58 |
| Criminal Law – 53 | Criminal Law II - 54 |
| Labour Law – 60 | Labour Law II - 35 |
| Sociology of Law - 56  | Essay – 58 |

**Third Year Results:**

|  |  |
| --- | --- |
| Land Law I – 71 | Environmental Law I – 71 |
| Land Law II – 63 | Environmental Law II – 68 |
| Equity I – 63 | Law of the Sea – 70 |
| Equity II – 67 | Dissertation – 65 |
| Jurisprudence – 68 | Evidence Law – 55 |

**Degree Grade – 2.1**

**Leaving Certificate Results,** 2010, St. Mel’s College Longford

|  |  |
| --- | --- |
| English – A1 | Irish – B1 |
| Maths – C1 | French – B2 |
| Economics – B1 | Chemistry – A2 |
| Physics – B3  |  |

Leaving Certificate Points - 500

**Work Experience:**

**Junior Legal Executive – Hayes McGrath Solicitors – January 2017 – present**

Hayes McGrath is a top defence firm in Ireland specialising in Insurance defence litigation with knowledge in probate, conveyancing and dispute resolution.

My role involves assisting with the running and management of personal injury claims across road traffic accidents, public liability and employer’s liability between District, Circuit & High Court Claims. The tasks I assist in include file opening, liaising with & updating the insured and the client, instructing experts & counsel, schedule and prepare for settlement negotiations, assist in the preparation for trials, compliance with regular client reporting requirements to our clients and assisting in file closure. I also have a role in Data Management including knowledge and training in the file management system Keyhouse.

**Document Reviewer/Senior Contract Analyst/Central Co-ordinator – Axiom Global, Inc. – November 2015 – January 2017**

Axiom is the world’s leading provider of tech-enabled legal, contracts and compliance solutions for large enterprises. With over 1,500 employees, Axiom serves over half of the FTSE/Fortune 100 through 15 offices and 5 Centres of Excellence across 3 continents. The Financial Times ranked Axiom #1 in business of law and innovation in corporate strategy.

Document Reviewer -my initial role was reviewing contracts for a Fortune 100 client. The aim of the projects was to extract key data from legal documents which ultimately contributes towards creating a comprehensive database for the client. Required here is an exacting attention to detail and an ability to analyse contracts with the aim of extracting key information.

Senior Contract Analyst-on my second project I was given this role which added the activities of quality checking the work done by other members of the team and collaborating the information collected for presentation to the client.

Central Coordinator-on my final project I was made central coordinator over the team. The project was an ISDA negotiation project on behalf of our client, a large international bank. The role was a project management role where it was my responsibility to manage the team, allocate work, and report directly to the client with updates. This was all conducted in order to ensure that strict deadlines were met and that the client was fully informed through regular updates on project progress.

**Legal Executive – KRW Law Advocates - September 2014 – October 2015**

KRW Law are a Belfast-based law firm ranked in the Chambers top band, Band 1 for expertise in public law and criminal practice. It is well known as being proficient in Advocacy, Criminal Law, Judicial Review, Prison Law and Civil Litigation but are particularly known for having a strong Human Rights department.

Paralegal- my initial role was a general paralegal. My duties included transcribing interview tapes, note taking during client consultations, proof reading legal correspondence and documentation and preparing document bundles for court.

Legal executive- I was made legal executive of the Civil Department. I was made responsible for initial consultation with clients, determining their legal issue and then taking the case on myself or referring them to another member of the department. I worked on my own caseload whilst assisting the more senior members of the department with their cases. I worked directly with barristers and attended court proceedings.

**Skills:**

**Communication Skills -** Excellent written and oral communication skills developed from engaging in legal correspondence working in KRW Law and Hayes McGrath and daily meetings with clients in Axiom Law.

**Problem solving -** Extensive experience with legal problem solving throughout university degrees as well as through handling my own caseload with KRW Law and managing projects with Axiom Law.

**IT Skills -** Highly experienced with Microsoft Word, Microsoft Excel and Microsoft PowerPoint obtained from conducting presentations in university, drafting and reviewing legal documentation with KRW Law and contract analysis work with Axiom Law. I have training in the “Keyhouse” management system generating reports, opening and closing files and coding and editing workflows and document precedents.

**Teamwork -** Developed the ability to work effectively and efficiently as part of a team working as a member of the civil department of KRW Law and multiple projects in Axiom Law as well as a Member of NUI Galway Law Society (2011 – 2013).

**Leadership** – Appointed Central Co-Ordinator of multiple projects I worked on with Axiom Law, responsible for the allocation of work and team motivation.

**References available on request**