**Contact Information**

Home Address: 2, Louvain, Ardilea, Clonskeagh, Dublin 14

Email address: michaelkane2011@gmail.com

Phone number: 0863215460

**Education**

**FE-1s obtained: 6**

Tort Law

Company Law

Property Law

European Union Law

Criminal Law

Contract Law

**Dublin City University,**

**Glasnevin,**

**Dublin 9**

Law & Society (BCL)  **September 2014 - May 2017**

Grade obtained: Second Class Honors, Grade One (3.25 GPA)

**Gonzaga College SJ, August 2008 - May 2014**

**Sandford Road,**

**Ranelagh,**

**Dublin 6**

Leaving Certificate points obtained: 425:

Irish Ordinary level

English Higher level

Maths Higher level

French Higher level

Geography Higher level

Biology Higher level

Business Studies Higher level

**Work Experience**

Mason Hayes & Curran LLP, November 2021- Current

Barrow Street,

Dublin 4

**Job Title: Legal Assistant (Medical Law Department)**

Responsibilities:

* Preparing and drafting briefs and letters of instruction for Experts and Counsel.
* Time management of tasks for the use of billing clients
* Organizing and reviewing medical records for chronologies and case management
* General office administration such as filing documents in the Central Office of the High Court

**Ankin Law Office LLC, July 2018 - April 2019**

**10 N. Dearborn Street,**

**Chicago, Illinois (IL), 60602,**

**United States of America**

**Job Title: Law Clerk**

Responsibilities:

* Conducting new client intakes
* Preparing Complaints at Law (Statement of Claims)
* Responding to written discovery requests
* Preparing interrogatories for pre-trial depositions

**Cyril O’Neill & Associates,**

**20/23 Merchant’s Quay,**

**Dublin 8 September 2017 - March 2018**

**Job Title: Court Clerk**

Responsibilities:

* Issuing Summons to Tax
* Preparing Bill of Costs for Cost Accountants
* General Office administration such as filing case documents with the Taxing Master and Circuit Court

**Hobbies**

I am a keen soccer player and an avid gym goer and I take an interest in most sports as I love to be active and outdoors. Towards the end of 2019 began long distance running. My most recent personal achievement was registering to compete in a marathon in 2020 which was subsequently cancelled due to the global pandemic, as I had completed over half of my training, I decided to run a half marathon on my own in Dublin instead. My finishing time was one hour and forty two minutes.