**Michael Purcell**

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**Profile:** I am a dedicated, hardworking, and confident individual with a wide range of work experience which has helped to develop my communication, teamwork, and time management skills. I graduated from UCD in 2021 with a Second-class honours Business and Law (BBL) degree. I have worked with some of the top law firms in Ireland including Mason Hayes and Curran and Dillon Eustace. I also have many sporting and academic achievements which I believe will make me an asset to any business.

**Key Skills**

* Extremely detail oriented.
* Strong communication and interpersonal skills.
* I am competent in the use of Microsoft Word, PowerPoint, Excel, and Acess as well as Outlook and Evolve.

**Education:**

**Secondary School: CBS, Thurles, Co. Tipperary.**

Leaving certificate points: 577

**University College Dublin: Business and Law (BBL).**

I graduated with aSecond-class Honours degree in Business and Law achieving a final GPA of 3.64. I studied a variety of subjects including Company law, Property Law, EU Law, Employment Law, Marketing Strategies, Business Analytics, Maths for Business, Economics, and Accounting. I performed to the highest level throughout my degree and was awarded the KPMG level 2 Management accounting prize for achieving the best result in our year for Management accounting. My degree has given me a well-rounded knowledge of both Business and Law and an extremely versatile skill set.

**Work experience**

**Legal assistant Blakes Casells & Graydon**

* I worked as a legal assistant for Blakes Casells & Graydon in Vancouver BC canada.
* My specific responsibilities included drafting legal documents, filing court documents and assisting partners with , general clerical tasks.

**Legal intern with Dillon Eustace**

* I completed an internship with Dillon Eustace in 2021.
* I was involved in case work across various areas of law, including Property law, defence litigation.
* My responsibilities included scanning and filing various legal documents, taking minutes at meetings, and proof-reading documents.
* I found the experience really helped me gain a deeper understanding of legal proceedings.

**Legal intern with Mason Hayes and Curran**

* During the summer of 2020 I completed an internship with Mason Hayes and Curran.
* As part of this internship, I was assigned to the planning law section of the firm and got a valuable insight into the internal workings of a law firm.
* I gained ample practical experience during my time with the firm which included attending court hearings, joining meetings regarding upcoming cases, and assisting with clerical tasks.

**Clerical officer with the Department for Social Protection**

* During the summer of 2019 I worked as a Clerical Officer with the Department for Social Protection in Ireland.
* This work allowed me to gain valuable experience working in an office setting.
* My specific responsibilities included examining and processing claims, answering phone calls and queries from customers, and working the reception desk.

**Summer Camp Supervisor**

* In 2016, 2017 and 2018 I worked as a supervisor at summer camps.
* This role involved creating and implementing curriculums to help develop children aged 6-12.
* I was responsible for instructing large groups of children, arranging daily schedules and assigning junior supervisors to various groups.
* This really developed my organisation and communication skills and I learned how to deal effectively with large groups.

**Achievements**

 **Academic and sporting achievements:**

* I obtained a 2.1 degree in Business and Law.
* I was awarded the KPMG level 2 Management accounting prize for achieving the best result in our year for management accounting.
* I was awarded an entrance scholarship to UCD for academic excellence.
* I was named junior student of the year in 2015.
* I was a member of the French debating team in my school.
* I was awarded a certificate for academic excellence in French, Biology and Irish in final year of school.
* I was awarded a sports scholarship for attending UCD.
* I represented Ireland in international tetrathlon competitions from 2012-2015.
* I have won two national hurling medals with Tipperary.