

# Nathan Walsh

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Address: 22 New Park Road, Holly Park, Blackrock, Co. Dublin, Ireland, A94 W725

## EDUCATION

### University of Dublin, Trinity College

2012 – 2016

Bachelor of Arts – TSM Jewish and Islamic Civilisations with History  
Graduating 2016 with predicted First Class Honours

### Wesley College Dublin

2005 – 2012

Secondary Education - Leaving Certificate 2012, total CAO points 570

## PROFFESIONAL EXPERIENCE

### Legal Assistant, LawPlus Solicitors

February 2010 – Present

- + Day to day management of conveyancing files, dealing with pre-contract queries, preparing files for closing, registration of title in the Land Registry and communication with lending institutions during registration. Duties include direct communication with clients, lending institutions, solicitors and the Property Registration Authority, among others.
- + Day to day file management and communication with Clients and Counsel in Child Law matters. Duties include preparation and filing of pleadings, regular communication with Court offices at all levels, attending Counsel alone for motions in the High Court, assisting solicitors in the High Court and Court of Civil Appeal for motions, Judicial Review applications and direction hearings and preparation of appeal papers for the Supreme Court and the Court of Civil Appeal.
- + Preparation of briefs and trial bundles for Personal Injuries, Medical Negligence, Employment and Family matters and preparation of Booklets of Special Damages and of Reports (compliant with SI391/1998) in Personal Injuries Matters.
- + Attendance at settlement talks in High Court Personal Injuries matters.
- + Legal research, drafting of letters etc. for the Partners across the firm's practice areas.
- + General secretarial duties including processing of post in and out, management of 10-line telephone system and liaising with office suppliers and IT support on a regular basis.
- + Training new members of staff in use of the 'expd8' case management system and other office procedures.

### Director & Company Secretary, Christoffersen Limited

June 2015 – Present

- + Sole responsibility for overseeing the transition from two separate sole traders into one Limited company, handling all communication with the Companies Registration Office, preparing the Constitution of the Company, designing the share structure and registering the necessary Business Names. My involvement in the business began long prior to incorporation, in August of 2013.
- + Responsible for management of day to day banking for the Company including all communication with the bank and sourcing a merchant services credit card terminal.
- + Day to day involvement in business activity including sourcing of materials and negotiating with suppliers, identifying direct selling and concession opportunities and assisting at craft and trade fairs, both in preparation/set-up and sales.
- + Sole responsibility for design and maintenance of two e-commerce websites, [www.rubyhues.com](http://www.rubyhues.com) and [www.christoffersen.ie](http://www.christoffersen.ie), including organisation and management of e-commerce payment systems for online sales.

### Clerical Officer, The Royal Hospital Donnybrook

July 2011 – August 2012

- + Undertook a full reorganisation of the hospital general filing room to bring the hospital in line with changing legal obligations and in a separate project reorganised the hospital's accounts and payroll filing.
- + Managed the physical transition from an outdated record management system to the 'Universal Healthcare Record' system. This involved the collation of all patient records (previously stored in separate departments), liaising with Heads of Departments to arrange for the transfer of their files and creation of comprehensive new patient records.
- + On a separate occasion, covered for two members of staff on leave from the Corporate and Clinical Affairs office for two months. Duties included dictation for junior doctors, processing pathology samples and results and liaising with the doctor on call in this regard, setting up new patient records on admission, preparing and distributing minutes and agenda for weekly Senior Management Team meetings, organising voter registration process for long term residents and general secretarial duties for the Corporate and Clinical Affairs coordinator and Medical Director.

## ACHIEVEMENTS AND AWARDS

GradIreland National Student Challenge – Currently ranked 3<sup>rd</sup> overall (and top-ranked TCD student) in opening stage of 2016 competition, 3<sup>rd</sup> Place Winner 2015 (top-ranked TCD student overall), National Finalist 2014, National Finalist 2013  
1<sup>st</sup> Class Book Prize – 2013, 2014  
Trinity College Dublin Entrance Exhibition, 2012  
National Student Enterprise Competition – National Finalist 2009, Dublin Finalist 2008

## HOBBIES AND OTHER EXPERIENCE

I am a very keen traveller, having twice completed sections of the *Camino de Santiago* trail across northern Spain.

I was heavily involved in Model United Nations (a form of debating that mirrors the international forum of the United Nations) in Wesley College, representing many countries at conferences at home and abroad. I took a lead role in organising and running the WCDMUN Conference, leading key teams and overseeing general management of the conference.

I worked in a team with three other Wesley College students to publish, in book form, a special collection of letters and memories from past pupils of Wesley College to mark the centenary of the introduction of co-education in the college. The book, published in 2011, is entitled 'Wesley Women', ISBN 978-0-9526317-6-7.

I assisted in organising the annual conference of the British Association for Jewish Studies, which was held in Trinity College in July 2014 over 3 days. This involved preparation of rooms and venues, liaising with speakers and guests and guiding groups to the Jewish Museum in Dublin and to the Chester Beattie Library for conference events. I was entrusted with keys to the Long Room Hub building in Trinity College and to the Weingreen Museum of Biblical Antiquities and was responsible for opening each location in the morning before staff arrived and arranging for the security systems to be disarmed.

I have always had a keen interest in business, being involved at a high level in the family company Christoffersen Limited and having had great success in school in the National Student Enterprise Competition, reaching the National Final in 2009.

I was part of a team that travelled to Armenia in 2011 to facilitate a week long summer camp for underprivileged children living on the streets of Yerevan. I took a lead role in planning and implementing the various activities put on over the week.

## SKILLS AND VALUES

Exemplary verbal and written communication skills, gained from extensive office experience of communication with clients and colleagues.

High level of personal organisation and motivation, gained both through academic study and experience of autonomy in a working environment.

Strong business acumen, developed and demonstrated through my experience of entrepreneurship in school, and later my role in two family businesses.

Resourceful team player, having worked very successfully in teams as part of the National Student Challenge as well as in professional environments.

Confident and effective decision making and problem solving ability, gained from my professional experience both within and outside of the legal world.

High level of personal and professional integrity, demonstrated and tested over six years in a professional legal environment.

Proven interpersonal skills and ability to build positive, effective relationships with colleagues and clients.

Excellent research and analytical skills gained from my experience of legal research and discussion of legal strategy.

## LANGUAGES

- + English (native speaker)
- + Spanish (CEF B1 - intermediate)
- + Irish (CEF A2 - elementary)
- + Arabic (CEF A2 - elementary)
  - (proficient in reading and writing Arabic script)
- + Classical Hebrew (basic)
  - (proficient in reading and writing Hebrew script)

## REFERENCES

+ **Mr Clifford Sullivan**  
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Carlisle House,  
Adelaide Road,  
Bray, Co. Wicklow.  
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