**Neil Moran**

**55 Hilltop, St. Patrick’s Road, Limerick**

**Phone: 0851549969**

**Email: neil\_moran@live.co.uk**

**EDUCATION**

**St. Munchin’s College, Corbally, Limerick**

**August 2007 – June 2013**

I spent my entire 6 years of secondary education at St. Munchin’s College, completing the Leaving Certificate in 2013 achieving 490 points.

**University of Limerick, Castletroy, Limerick**

**September 2013 – Present**

I am currently a final year student in the University of Limerick on the Law Plus programme. I expect to graduate this coming August with a 2:1 degree.

**LEGAL WORK EXPERIENCE**

**Legal Intern, TMF Group, Spencer Dock, Dublin 1**

**June 2015 – January 2016**

TMF is a large multinational with a presence in over 80 countries. The main focus of the Dublin office is the provision of legal support services to SPVs that are used in securitisation and aviation transactions. TMF Ireland work with many prestigious Irish and international law firms and their client base consists of portfolio managers, investment banks, other financial institutions and aircraft leasing companies based in London, New York, the Middle East, Japan and Singapore. I was a member of the Legal & Compliance team and assisted the managers and the other team members with a large variety of tasks during my time in TMF.

**Duties**

* Assisted in the preparation for and holding of client board meetings by preparing board packs, drafting agendas, liaising with the client and other attendees and preparing draft minutes for review after the meeting.
* Liaised with both clients and banks for the preparation of KYC packs and the satisfaction of AML obligations for the opening of client bank accounts.
* Drafted CRO forms, shareholder resolutions and board minutes.
* Kept track of the progress of these documents once filed with the CRO and updated clients and other necessary parties once fully processed.
* Responsible for adding new clients to the company’s internal system and keeping all relevant information, such as directors, company secretary and authorised and issued share capital, up to date.
* Responsible for the monitoring of a number of client email folders and dealing with any queries that came into these folders.
* Involved in drafting the necessary documentation and forms for the conversion of a number of client companies to the new form Private Limited Company or Designated Activity Company following the introduction of the Companies Act 2014.

**OTHER WORK EXPERIENCE**

**Server, Landry’s Rainforest Café, 605 N Clark Street, Chicago, IL**

**June 2016 – August 2016**

Landry’s Rainforest Café is a part of a large chain of restaurants located across the USA.

**Duties**

* I spent my summer working here as a waiter while I was participating in the J1 work and travel programme. This particular franchise was located in downtown Chicago and as a result was an extremely busy and fast paced work environment.

**Server, China Ki, Corbally, Limerick**

**August 2014 – May 2015**

China Ki is a busy restaurant located Limerick City.

**Duties**

* I worked here for almost a year as a waiter while pursuing my law degree at the University of Limerick, leaving in May 2015 to commence my internship with TMF Group.

**ROLES AND ACTIVITIES**

**University of Limerick Law Society**

I have been an active member of the UL Law Society since my first year in the University of Limerick. I have been an active member of the committee in both the 2014/15 academic year and again for the 2016/17 academic year. I addition to the two committee positions outlined below I also regularly provide ad hoc assistance to other members of the society in order to ensure the successful running of the society.

**Law Ball Convener/ Socials Officer (2014/15 Academic Year)**

The role of Law Ball Convener involves the organisation of the Law Society's most prestigious event of the year, namely, the Law Ball, which caters for approximately 250 people every year.

**Duties**

* Chairing committee meetings to share ideas with other members on a variety of aspects of the event such as the date, theme and venue.
* Contacting and meeting with a number of hotel managers to discuss the possibility of hosting the event and negotiating prices etc.
* Designing posters and other promotional materials.
* Responsible for the maintenance of the budget and the settlement of contractor fees.

**Public Relations Officer (2016/17 Academic Year)**

As Public Relations Officer for the UL Law Society I am responsible for a number of key aspects essential to the successful running of the society.

**Duties**

* Management of the Society’s social media outlets such as Facebook and Twitter.
* Responsible for communicating the activities of the Society to its members and the student body as a whole.
* Serving as the main point of contact between our committee and other societies in the running of collaborative events.
* Serving as the main point of contact between the Society and the Law Faculty.

**INTERESTS AND ACTIVITIES**

* Music is my great passion. I enjoy listening to music from a variety of genres and I regularly attend festivals and concerts. I am also proficient at playing the guitar and have received three separate gradings from the London College of Music in recognition of my playing abilities.
* Golf is my main sporting interest and I am currently a member of Kilrush Golf Club, Co. Clare. I am lucky to live in an area close to many exceptional courses and I play regularly.

**REFERENCES**

References will be available upon request.