**Address:** 6 St. Patrick’s Cottages,

Rathfarnham,

Co. Dublin

**Email:** nickmoore2309@gmail.com

**Mobile:** 0879122708

**Summary of Key Capabilities**

* Highly ambitious, hardworking individual with a strong work ethic. Successfully completed FE1 examinations whilst working full time as a legal intern with Mason, Hayes & Curran.
* Graduated from NUI Galway with a Bachelor of Corporate Law and Bachelor of Laws degree.
* Proven ability to maintain solid working relationships and excellent interpersonal skills.
* Strong organisational skills with a proven ability to work to tight deadlines.

**Education**

2017 - 2018 Law Society of Ireland

***FE-1 Examinations*** *Completed*

2015 - 2016 National University of Ireland, Galway

***Bachelor of Laws (LL. B)*** *Second Class Honours Grade 1*

2012 - 2015 National University of Ireland, Galway

***Bachelor of Corporate Law (B.Corp.)*** *Second Class Honours Grade 1*

**Key University Dissertations**

|  |  |
| --- | --- |
| *Banking Law*  | *Ireland has learned its lessons from the crisis of 2008. The banking system is now much more robust.* |
|  |  |
| *IT Law*  | *Internet Defamation: Who is legally responsible for the comments online?* |
| *EU Law* | *The EU’s approach to Climate change negotiations in Paris in 2015.* |
| *Company Law* | *Aspects of the Sale of Goods Acts 1893 to 1980 most in need of reform.*  |

**Professional Employment**

**November 2018 – 2019 A&L Goodbody**

*Paralegal in the Property Department*

**Key Responsibilities:**

* Research and legislation updates on Property Knowledge Site;
* Organising new content on IT sites;
* Proofing amendments;
* Register maintenance & ADHOC administration;
* Liaising with Learning and Development team for trainee and junior solicitor workshops;
* Scheduling of Property Partner lunches and collating points.

**2017 – Present Mason Hayes and Curran**

*Legal Assistant in the Financial Services Department*

**Key Responsibilities:**

* Investigation of title - tracing from the root of title in instances of unregistered property to the most recent transfer of assignment to the relevant party, and identifying the correct folio where property is registered and downloading the most recent folio and any pending dealings where necessary;
* Scheduling of title deeds to include identification of relevant title and security documentation;
* Identifying issues in title or security in need of further investigation and/or remediation;
* Ordering instruments where security documentation missing;
* Review of the clients financial documentation to ensure security is perfected;
* Preparation of reports for clients in relation to new GDPR regulations; and
* Daily use of 3E (Elite), Silverlight, iManage, Worksite and DataSite.

**January 2017 – November 2017 Patrick Duffy’s Solicitors**

*Legal Intern*

**Key Responsibilities:**

* Taking of initial instructions from new clients;
* Completion of Injuries Board applications, list of special damages, replies to particulars and liaising with clients, financial institutions and solicitors in relation to ongoing cases and transactions
* Preparation of briefs for counsel for personal injuries matters where proceedings instituted;
* Drafting of wills and assisting with the administration of estates;
* Investigating of title to include the initial drafting of contracts for sale and requisitions and objections on title; and
* Daily file management to include updating of client database, Legal Evolve, to ensure compliance with all file opening and closing requirements.

**Key Skills:**

* Excellent computer skills: fully competent in all Microsoft office applications to include Word, Excel, Exchange, and PowerPoint. Both PC and Apple Mac literate;
* Proficient in several Legal Software Systems to include Legal Evolve, iManage, Worksite and Cort;
* Several skills developed through the completion of several class presentations throughout third level education: presenting, teamwork, working to tight deadlines, international perspectives and business acumen;
* Ability to work on my own initiative and organize my time and resources efficiently to ensure deadlines are met; and
* Extremely conscientious and meticulous individual when completing tasks and am continuously monitoring my work to ensure it confirms to the highest standards.

**Sporting Achievements**

* Member of Leitrim G.A.A senior panel in 2014-2015;
* Captain of Allen Gaels G.A.A senior team in 2017;
* Played Gaelic Football for Sligo-New York senior team in 2015;
* Played Gaelic Football at all levels of underage for Leitrim County including U21 & U18;
* Represented Leitrim in 2014 U21 Connacht Final; and
* Leitrim Minor Captain in 2012.

**Referees**

Available upon request