

# OISÍN COONEY

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**Legal Intern | Trainee Solicitor | Sales Assistant**

Seeking to bring **7 years** of **abstract**, yet practical **industry knowledge** in **construction**, **agriculture** and **retail** to the **legal profession**.

## PROFESSIONAL EXPERIENCE

**Legal Intern**

**August 2024**

**Ensor O'Connor LLP | Wexford**

- Carried out **administrative tasks**, gaining a feel for the practical operation of a law firm.
- Analysed and **filtered correspondance**.
- Dealt with cases using “**Keyhouse**” **case management software**.
- Assessed client **ledgers**, ensuring no **outstanding balances**.
- **Drafted document schedules** for title deeds.
- Analysed **conveyancing searches** to ensure no **issues** or **conflicts** were inherent.
- Assisted in **client meetings**.
- **Dealt with public services** on behalf of the firm.
- Analysed contracts to **ensure formalities** were fulfilled.
- Used my electrical knowledge to **fix a phone line...**
- Found the **discrepancy** between the **theory and practice** of the law fascinating and practical.

**Sales Assistant**

**November 2022 - Present**

**Dunnes Stores | Maynooth**

- Responsible for **promotional cycles** in store.
- Ensuring **paid shelf space** is **correctly allocated** to brands.
- **Dealing** with **external brand representatives and merchandisers**.
- **Analysing** and making **informed decisions** on **product placement**, incrementally **increasing sales**.
- Closely **monitoring inventory control** and making changes, effectively **maintaining levels**.
- **Managing click and collect service**, answering **phone**, **sending orders** to customers and **resolving disputes**. Supporting with **60+ individual orders** daily.
- Seasonal **staff coordinator** - responsible for **training** and supporting 13 new staff on company **policies, systems** and **operations**, supporting the **HR department**.

**Electrical Labourer**

**Summers of 2021 & 2022 (9 Months)**

**Robert Hassey Electrical Ltd | Wexford**

- Quickly **developed ability** to **apprentice level**
- First and second fix **electrical work**, wiring lights, sockets and other fittings.
- **Trusted** to **make physical changes** to property, by way of fixing new piping, drilling holes etc.

- **Task management** - given multiple tasks on site to be completed timely in order to meet **project management deadlines**.
- **Dealt** with various **different trades** and companies while on site, working **harmoniously** towards shared **goals**.
- **Organised** and **labeled** complex ecosystems of **wiring**, preventing **confusion** and **error**.
- Ensured **rules and regulations** were **complied** with when fitting electrical work
- Ensured **site safety** policies were followed.

## **CERTIFICATIONS & AWARDS**

- Named **most improved player** two **consecutive years** in both hurling and football
- A&L Goodbody **Commerical Technology Job Simulation**
- Safepass, Manual Handling
- Full ROI Driving License (2+ Years)

## **CORE COMPETENCIES & ACHIEVEMENTS**

- **Collaboration, Leadership & Team Management** - helped **lead a team** for a **Mock Trial** in college to a successful and articulate argument.
- Responsible for **coordinating** and **training** seasonal **staff** in Dunnes Stores, achieving an **increase** in **operations** efficiency and maintaining a **customer first** experience.
- **Resilience** - Despite being at a disadvantage due to inactive group members, I took on the burden of completing a **supply chain simulation**, achieving a **grade of 95%** in University.
- **Motivation & Initiative** - Offered **multiple opportunities** such as an electrical **apprenticeship**, retail **management** role and **solicitor training contract** as a result of my **keen initiative** on site.
- **Organisation and Operational skills** - trusted to **manage promotional cycles** in store, leading to weekly incremental **increases** in **sales**.
- **Detail Oriented** - Held to a **high standard** in order to ensure **safety** in **electrical** work.
- Spotted a **typographical error** in a **building agreement**, avoiding a potentially **void contract**.
- **Decision Making** - Trusted to make **autonomous decisions** in order to make **necessary changes** to **prevent losses** in sales.
- **Effective Communication** - Trusted to **manage click and collect phone**, responsible for ensuring orders are **correct and received**, further **communicating with staff** in order to **deliver** the order. **First point of contact** for the **customer**.
- Deal with customer **complaints** and **queries**, providing **effective advice** and **empathising** with customers.
- **Ability to build relationships** - have developed many relationships since **moving** from **Wexford to Maynooth**, both **personal** and **professional**.

- **Time Management** - Manage **working 30+ hours a week alongside university** by way of effective **scheduling** and sacrifice.
- **Creative Problem Solving** - Used **Google Earth** and **Photoshop** in order to create a **guideline** to be used in an **affidavit** for a **land dispute**.
- **Receptive** - **within 5 months** of working as an electrical labourer with **no experience**, was **offered an apprenticeship**.
- **Content Creation** - Responsible for the initial editing of footage for a televised programme on RTE before the air deadline.

### **OTHER EXPERIENCE**

- **Farm Labourer, Liam Dunne Dairy Farm | 2017 - 2021**
  - Operated **heavy machinery** and **catered for animals**. Made multiple **changes to operations**, increasing **efficiency** of daily **processes**.
- **Nolan's Health & Fitness | 2019**
  - Completed **administration** work for memberships, contributed to the **design of flyers**.
- **Indiepics (Producer of "Ear to The Ground") | 2020**
  - Responsible for **transcription** and **video editing**.
- **Student Council | 2021 - 2022**
- **A&L Goodbody LawStart Day 2023**

### **EDUCATION**

**BCL - Law & Business | Maynooth University (2022-2025) | Projected 2:1 | Current Average: 65.9%**  
**Leaving Certificate | St Mary's C.B.S. Enniscorthy | 529 Points**

### **TECHNOLOGICAL SKILLS**

Microsoft Office Suite - Google G Suite - Keyhouse Case Management  
 Adobe Video & Photo Editing - Built a PC

### **HOBBIES & INTERESTS**

I played every sport you could think of growing up. However, I now predominantly focus on training in the gym and finding incremental improvements within myself daily. I am fascinated with self development and find deep fulfillment in reading, learning and working on myself daily. I find the journey of self development to be the most fulfilling voyage sailing towards a dynamic horizon. I particularly read non fiction, business oriented books as I have a burning desire to learn more about business and what makes great companies and industry leaders great.