

Pádraig Mac Aodha LL.B - Curriculum Vitae

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WORK EXPERIENCE

Avolon Aerospace

The Oval, Ballsbridge, Dublin 4

DOCUMENT ADMINISTRATOR (LEGAL)

July 2017 - June 2018

- Catalogue, organise and archive original documents for the company portfolio.
- Maintain a comprehensive document filing system; data entry and indexing.
- Capture all PDF Transaction bibles to server for every transaction.
- Maintain status log of all boxes onsite and off-site, liaising with off-site storage providers.
- Responsible for response to queries and requests for documents from the legal team.
- Responsible for responding to information gathering and due diligence requests.
- Communicate effectively with law firms to ensure timely receipt of original documents.
- Escalations of issues to ensure progress and receipt of all originals.

Department of Communications, Climate Action & Environment *29 Adelaide Road, Dublin 2*

CLERICAL OFFICER

May 2016 - July 2017

- General administrative duties; including filing and archiving documents.
- Legal research, and compiling legal information into dossiers for the department relating to EU Law, Media & IP Law, Administration Law and the Commercial Media Sector.
- Writing official ministerial replies to public correspondence
- Meeting with members of RTÉ, An Post to discuss the TV Licence Collection methods
- Meeting with members of Community Radio, CRAOL, on behalf of the Division.
- Drafting extensive research dossiers on aspects of the Broadcasting Sector for the Department.

ACADEMIC QUALIFICATIONS

King's College London, London, United Kingdom

2017 - 2019

International Corporate & Commercial Law (LL.M)

Current Grade Average: Upper Second Class Honours (2.1)

Law Society of Ireland, Dublin, Ireland

2016 - 2017

Final Examination - First Part (FE-1)

Company Law	51	Equity	51	Tort	53
Constitutional Law	56	EU Law	57	Contract	TBD
Criminal Law	58	Property Law	50		

Dublin Institute of Technology, Dublin, Ireland

2013 - 2016

Bachelor of Laws (LL.B)

Institutional Honours: First Class Honours (1.1), **Class Rank:** 1st

Activities: DIT Law Society Member

Awards Obtained: Hibernian Legal International Limited Prize 2016; Winner

Trinity Law Students Colloquium Abstract Competition 2016; Winner, Panel Speaker

LEGAL EXPERIENCE, TRAINING, SEMINARS

- Attended 'Understanding European Public Procurement Rules' a two day lecture course hosted by Quinn Golden in the Department of Communications.
- Attended a series of lectures hosted by the Department of Communications; Legal Division on the drafting and implementation of European Union Law.
- Attended a Mortgage Arrears Scheme Training Day by the Legal Aid Board.
- Worked as a liaison between O'Hanrahan Lally Solicitors and Paddywagon Ltd.
- Worked as a liaison between 'Edmondson Architects' and Paddywagon Ltd.

OTHER WORK EXPERIENCE

Paddywagon Tours Ltd.

5 Beresford Place, Dublin 1

DUBLIN RETAIL MANAGER & MERCHANDISER

June 2014 - August 2015

- Managing operations of 7 Tourist Stores in Dublin, Kerry, Cork and Limerick for Paddywagon Ltd.
- Managing staff members and stock levels and layout across all stores.
- Dealing with outside suppliers and salesmen for the company to supply the retail stores.
- Organising major business projects to expand the retail division of the company across Dublin.
- Acting as a liason for the company for local law firms, local architects and BNP Paribas.

Complete Energy Services

Scurroughstown, Meath

PHONE CLERK & SCHEDULE ORGANISER

October 2013

- Organisation of appointments for energy surveys in various locations around Leinster.
- Making and receiving calls and scheduling on a timetable.
- Required use of Microsoft Powerpoint, Office and Excel and other computer programs.

University of Limerick Fencing Club

University of Limerick, Castletroy, Limerick

SECRETARY

September 2011 - May 2013

- Organised the club roster and it's payment fees and receipts.
- Keeping inventory of club stock, and all loans/returns from the fencing club.

MAJOR BUSINESS PROJECTS

- Rebranding Paddywagon Ltd's 'Tourist Offices' into retail souvenir stores that would also sell day tours and multi day tours across Ireland. A plan developed called "Paddywagon Retail" would lead to a large expansion of "Tourist Stores" across Dublin and Ireland over a multiple years.
- Opened multi-story Tourist Stores in O'Connell Street and Henry Street. Was held to very tight deadlines for these openings which were met.
- Creating Branded Merchandise for Paddywagon Tours. Working on designs with manufacturers out of Shenzhen, China with the company iSupply. Organising shipments and custom duties for the stock.

HOBBIES AND INTERESTS

- I love to write fiction, and I have been a member of an online writer's group called "europe-game.eu" for over three years. I am a Moderator, managing entries, helping new writers to the online Forum and leading other Moderators in their tasks.
- My favourite sport is Fencing, Epee, and I have been fencing since 2011. I used to participate in Munster, but I am now a member of a Dublin Fencing School to continue my sport in Leinster.
- I love hiking, and have hiked all around Ireland and also in North America.

REFERENCES

- On Request, both written Professional and Academic references available.