

Patrick W. Conlon

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Education

Masters in Common Law, UCD College of Social Sciences and Law 2015-2017

GPA: 3.43 (Expected Award: 2.1 Honours)

Relevant Subjects: EU Law (A-); Property Law (B+); Tort Law (B); Contract Law (B).

BA (International), University College Dublin 2010-2015

Subjects: History and Political Science

GPA: 3.54 (2.1 Honours)

International Exchange at the University of British Columbia, Vancouver, Canada

Employment History

Intern, Gore & Grimes Solicitors, Dublin August 2016

- Completed work that was billed to clients
- Drafted client communication that advanced a number of live cases
- Summarised expert opinions and noted unresolved and outstanding matters
- Presented a case discovery to the litigation partner
- Pursued the enforcement of a claim notice served in a District Court judgment
- Drafted a cease and desist letter on behalf of a client

Administrator, Cornmarket Group Financial Services, Dublin 2011-2015

- Handled 30+ customer calls per day regarding financial options at retirement
- Secured 25+ financial review appointments per week for financial advisors
- Clarified for clients the complex jargon associated with investment products
- Trained and mentored 10+ new employees in office procedures
- Monitored and achieved individual and team performance targets

Peer Exchange Advisor, UCD International, Dublin Autumn 2014

- Promoted university exchange opportunities to prospective exchange students
- Informed students about the rewards and challenges of international exchange

Skills

Communication Skills

I take part in debating and advocacy competitions at UCD. I reached the semi-finals of the Law Society's Vivian Lavan Maidens' Moot in 2016. I have also taken part in the UCD SLS Negotiation Competition and in the L&H's James Joyce Maidens' debating competition.

Interpersonal Skills

I spent an academic year on an international university exchange during the third year of my undergraduate degree at the University of British Columbia (UBC) in Vancouver, Canada. I was consistently in the company of international students as a member of the Exchange Student Club. This experience has advanced my ability to engage with people from diverse cultural and linguistic backgrounds.

Technical Skills

IT Skills

I have four years' experience working in a busy office environment. This has developed my knowledge of all commonly used Office programs: Word, Access, PowerPoint and Excel.

Interests and Achievements

Academic

In 2015, I received a letter from UCD's College of Human Sciences encouraging me to pursue graduate studies at UCD because I was 'amongst the top achievers' in my undergraduate year group.

Athletics

I am involved in athletics and hold active membership of both UCD's Athletic Club in Dublin and St. Coca's Athletic Club in Kildare. I train for and compete in distance running and endurance events. I have completed an Olympic-distance triathlon and Gaelforce West.

Current Affairs

I am an enthusiastic observer of Irish and European political affairs. I read established broadsheets for their political coverage on a daily basis. I receive morning emails that provide political insights and updates on events in Dublin, London and Brussels.

References

Available upon request