Paul McMorrow

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**Education**

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| **Masters in Common Law**  | **2015 – 2017** |
| * University College Dublin (UCD)
* Second Class Honours, Grade 1 (GPA 3.37) (Current Grade)
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| **BA History and Politics** | **2012 – 2015** |
| * University College Dublin (UCD)
* Second Class Honours, Grade 1 (GPA 3.58)
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| **Oatlands College, Stillorgan** | **2006 – 2012** |
| * Leaving Certificate Points Achieved: 510
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## Work Experience

**Orpen Franks, Burlington Road, Dublin 4 June – August 2016**

*Legal Intern*

* As an intern I gained experience across each department of the firm – Commercial Property, Corporate, Litigation and Private Client.
* Duties included attendances, drafting and editing of legal documents, preparation of applications, briefs and property bibles, scheduling, commercial and legal research, drafting motions and affidavits, status reporting, assisting in discoveries, drafting correspondence and file management.
* Further general duties included court runs, bank runs, postal duties and the collection and delivery of documents.
* The role also required effective communication as I reported to partners, associates and trainees and liaised with clients, other firms and bodies such as the PRTB, the PRA and the CRO.

**Bombay Pantry, Rathfarnham** **June 2013 - Present**

*Manager/ Supervisor*

* As Supervisor my duties include opening the shop, supervision of shifts, organising delivery drivers, inspecting and accepting deliveries, health and safety checks, dealing with complaints from customers, communicating with head office, training-in staff, taking inventory, closing the till, cash handling and closing shop after final inspection.
* The role also requires maintaining constant, clear communication with the kitchen staff.
* As Manager (June-August 2015), my further duties included budgeting, rostering, delegation, recruitment and dismissal, maintaining clear records on sales, wastage, training, employees, customer complaints and resolutions.
* Larger scale projects undertaken included the creation and implementation of a business plan and the reorganisation of the shop filing system, both physical and digital.
* The role also required maintaining constant, clear communication with the Head Office informing them of the branch requirements while striving to successfully achieve the goals set by the Management.

**EDEX Nov 2013 – Present**

*Driver*

* EDEX places international students in Irish schools around the country. They are responsible for their safety and well-being through-out the school year.
* My role is to collect the student from the airport/train station and bring them to the schools while ensuring their safe arrival. I also serve as a point of contact for immigration services. Time-keeping and effective communication with both the Company Director, schools and the students themselves is an important part of my role.

##  skills, interests and hobbies

* I am involved with the Student Legal Service (SLS) in UCD.
* I have also taken part in the SLS Negotiation Competition.
* I play hurling with Kilmacud Crokes
* I play football in the UCD Super League.
* I have been involved with the UCD Literary and Historical society debating for the past three years.
* I have been involved with the UCD History society for the past three years and have a deep interest in the study of history.
* I am a member of the UCD Chess Society.
* I have a full clean Irish driving license.
* I am fully competent in Microsoft Office, Word, Excel and OneNote.

## References

Peter Walsh – Managing Partner Orpen Franks- 087 233 6475

Dave Shortall – Area Manager Bombay Pantry – 085 877 5476