**Curriculum Vitae**

Richard Looby

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or

Kilgreany, Cappagh, Co.Waterford

Date of Birth: 15-12-1993 **Telephone: 087-6910822/ 058-68079**

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**Education and Qualifications**

**1998 to 2006:** Whitechurch National School, Ballinameela

**2006 to 2012:** CBS Dungarvan, Mitchell Street, Dungarvan

**2012 to Present:** University College Dublin (UCD) – Student of Business & Law (BBL)

**SERVICE EXPERIENCE**

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| **May 2015** | **Jun 2015** | **Orpen Franks Solicitors** |  |
| **Legal Intern**As a legal Intern at Orpen Franks Solicitors, I gained a valuable and practical insight into the role of a corporate solicitor. My duties were varied and I was not confined to any one department. I would begin each day by sorting the office's post, and usually end it preparing and reviewing case files. I sat in on meetings, high court hearings and was tasked with researching legal aspects of different cases. Overall, I thoroughly enjoyed my time at Orpen Franks, but more importantly it also taught me a lot; it taught me the value of teamwork and that results are achieved through hard work and diligence. |
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**Alan Farrell T.D,** Dublin Fingal, Ireland July - August 2014

**Intern**

* **Supervisor:** Alan Farrell T.D, Colm O’Callaghan (Parliamentary assistant)
* **Responsibilities:** Provide general support to in the day to day workings within the office, such as dealing with constituent queries, research and assistance with any administrative duties. Special responsibility for preparing early groundwork for the next general election, such as analyzing the population density in each area of the constituency and preparing a strategic geographical plan for canvassing those areas.
* **Average Time:** 14 hours per week, totaling 84 hours throughout the internship.

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|  |  | **Topline Currans July – September 2015** |  |
| I worked two jobs over the summer of 2015 and at Topline Currans I was a general store assistant. My working hours were 9-5 Monday to Saturday and my duties were quite broad. I would constantly be on hand to assist customers throughout the large hardware store. I operated as a cashier when things got busy and I was also involved in the stock taking of the store’s inventory. I also had special responsibility for the technological side of the stock taking, which meant updating the stores stock systems and scrutinising quantities of stock for irregularities. |
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**UCD Young Fine Gael,** Dublin, Ireland April 2014 - present

**Branch Chairperson/Society Auditor**

* **Responsibilities**: UCD YFG is the largest political society on campus at University College Dublin, and the largest Young Fine Gael branch nationally (over 300 members). Duties include overseeing the overall running of the society, such as running weekly branch meetings, policy debates, organizing the Freshers week recruitment campaign, organizing guest speakers (Minister Leo Varadkar), organizing the annual branch foreign (Madrid), overseeing the accounts of the society and representing the society in campaigns such as the Yes to Equality voter registration drive. All of this is done in close co-operation with the 9 person committee.
* **Average Time:** Whilst Chairperson is not a full time job, there are no specific working hours, and you often have to respond to emails throughout most days. I generally put 8 hours directly into running the branch a week.

**Tote Betting, Youghal Greyhound Racing Stadium,** Youghal, Co. Cork May 2013 – present
**Sales assistant**

* **Supervisor:** Mary O’Shea
* **Responsibilities:** I am one of three members of the staff trained to operate hand-held sales devices, and as such my duties as a sales representative involve a lot more interaction with customers, either serving their bets, responding to queries and assistance of any general duties within the Tote station. The position involves a lot of money handling responsibilities, including balancing at the end of each shift, and involves a high level of customer service skills to deal with a wide demographic of customers.
* **Average Time:** 6 hours each week, throughout May, June, July and August.

**EPP Congress 2014,** Dublin, Ireland March 2014 (2 days)

**Social Media volunteer**

* **Responsibilities:** I was stationed with the EPP Social Media team, who look after the content of the organizations Facebook, Twitter, Flickr and YouTube accounts. My duties included monitoring twitter and various hashtags associated with congress and report anything noteworthy to my superiors. Noteworthy tweets ranged from complaints about the food and drink available at the congress, to death threats made to politicians. I was also involved in the organizing of the closing ceremony of the congress, which included the unveiling of the EPP candidate for President of the EU Commission.
* **Average Time:** The Congress lasted two days, and was attended by various Prime Ministers across Europe, such as German Chancellor Angela Merkel. I was on duty from 8am to 6pm both days.

**Underage GAA coaching,** Co. Waterford December 2012 – January 2013

**U8 Indoor Hurling and Football coaching**

* **Responsibilities:** During my Christmas break, a friend of mine was involved in indoor coaching of a local GAA under 8’s team. He was on his own with roughly fifteen 8 years and needed help in the coaching. My time involved with the team was spent coordinating different drills and teaching them new skills, overseeing the health and safety of the players and ensuring they were enjoying the lessons. Coaching is always something I’ve been interested in and it certainly was an enjoyable experience.
* **Average Time:** The training sessions were every Friday night up to and after Christmas, until the end of January. Approximately 6 weeks.

**Easons Bookstore**, Dungarvan Co. Waterford Christmas 2010

**Sales Assistant**

* **Supervisor:** Proprietor Pat Whyte
* **Responsibilities:** I was given responsibility for the day to day running of a small pop-up Christmas shop beside the main Easons store. Responsibilities included general service of customers, restocking the shelves, ensuring the store clean and ambient, and balancing at the end of each day. I started out in Easons as work experience during Transition Year, but was kept on for the Christmas period.
* **Average time:** I was working 11am until 6pm during my weeks work experience, and then after School from 4pm to 9pm.

**Referees**

**Mr. John O’Donovan**

Senior Partner

Orpen Franks

28 Burlington Road

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**Mr. John O’Dowd**

Senior Lecturer

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**Alan Farrell TD**

Dail Eireann

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**Mary O’ Shea**

(Tote Manager, Youghal Greyhound track)

Tel: 087- 7951544

Email: maryb.oshea@gmail.com

**Qualifications and Achievements:**

* Winner 2015 WT Cosgrave Award for Policy
* Transition Year Student of the Year 2010
* Small Enterprise Commendation prize 2010
* Runner Up Junior Golfer of the Year 2010 (West Waterford GC)
* 6th Year Student of the Year 2012
* UCD YFG Member of the Year 2013
* Earl of Cork Scholarship 2009
* Chairperson of UCD Young Fine Gael 2014/2015
* **Honorary Life Membership Convenor at the UCD Law Society** – I have arranged for Rob O’Neill, the US Navy SEAL who shot and killed Osama Bin Laden to receive Honorary Life Membership in November 2015
* **Washington Ireland Programme Interviewee 2015** (Made it to the final 60 out of 600 applicants)
* **SLS Negotiation competition 2015** (currently ongoing) - a simulation of a corporate negotiation where teams have clients to represent and negotiate for. We have won all of the 3 rounds to reach to the quarter finals.

**Interests**

* Member of West Waterford Golf and Country Club
* Member of St.Olivers GAA Club
* Member of Young Fine Gael (Co. Founded the West Waterford Branch, Chairperson and former Public relations officer of UCD YFG society)
* **Charitable work** – I have an interest in helping those with disabilities, particularly relating to Downs Syndrome and Autism. I have volunteered for charities such as DS Ireland and AsIam.ie
* **Politics** - An extra-curricular interest that I hold is a deep interest in politics. In UCD, I was the Chairperson of UCD Young Fine Gael, the largest political society on campus at University College Dublin, and the largest Young Fine Gael branch nationally (over 300 members). My duties included overseeing the overall running of the society, such as running weekly branch meetings, policy debates, organizing the Freshers week recruitment campaign, organizing guest speakers (Minister Leo Varadkar), organizing the annual branch foreign trip (Madrid January 2015), overseeing the accounts of the society and representing the society in campaigns such as the Yes to Equality voter registration drive. At the moment, as a branch, whilst not a concrete achievement, we are currently running an awareness campaign surrounding the Capacity Bill 2014 (yet to be enacted), which relates to the legal capacity of persons with mental disability.
* **Travel** – Travelling is something I really enjoy. Over the past three years I've visited Berlin, Krakow and Madrid, which were all interesting and different in their own regard.
* **History** – I have always been deeply interested in history. Over my years in both primary and secondary school I have completed projects on Robert F. Kennedy as Attorney General of the USA, the Titanic, and Antarctic explorer Tom Crean.