

**Curriculum Vitae**

Richard Looby

Kilgreany Cappagh Co.Waterford

**Basic Information**

**Date of Birth**: 15thDecember 1993

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**Education and Qualifications**

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

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

*Leaving Certificate*: *500 points*

**2012 to 2016:** University College Dublin

*Bachelor of Business and Law: 2nd Class Honours (2.1)*

**Bachelor of Business and Law (2012-2016)**

Degree Courses - Second Class Honours (2:1)



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| --- | --- | --- | --- |
| **Subject** | **% Grade** | **Year** |  |
|  |  |  |
| Constitutional Law: Institutional Framework | B- | 1 |  |
| of the Constitution of Ireland |  |
|  |  |  |
| Contract: Formation | B | 1 |  |
| General Introduction to Legal Studies | B | 1 |  |
| Mathematics for Business | A- | 1 |  |
| Data Analysis for Decision Makers | B- | 1 |  |
| Business in Society | B- | 1 |  |
| Inside Organisations | C | 1 |  |
| Principles of Microeconomics | C+ | 1 |  |
| Constitutional Law: Fundamental Rights | C- | 1 |  |
| under the Constitution of Ireland |  |
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| Contract: Vitiating Factors and Remedies | B+ | 1 |
| Law and Legislation | B+ | 1 |
| ICT in Business | B+ | 1 |
| People at Work | C- | 2 |
| Negligence and Related Matters | B | 2 |
| EU Constitutional Law | B- | 2 |
| Criminal Liability | B | 2 |
| Foundations of Management Thought | B | 2 |
| Principles of Finance | D | 2 |
| Financial Accounting 1 | C- | 2 |
| Nominate Torts | B+ | 2 |
| EU Economic Law | D | 2 |
| Criminal Offences and Defences | A- | 2 |
| Business Analytics | B- | 2 |
| Principles of Management & Marketing | B | 2 |
| Company Law I | A- | 3 |
| Property Law I | B | 3 |
| Criminological Theory | B- | 3 |
| Marketing: Firms, Customers | B | 3 |
| Financial Accounting 2 | C | 3 |
| Business Strategy | C+ | 3 |
| Alternative Dispute resolution | B+ | 3 |
| Company Law ii | C- | 3 |
| Property Law ii | B | 3 |
| Global Business | C | 3 |
| Global Operations & SCM | B | 3 |
| Management Accounting | C | 3 |
| New Venture Creation | B- | 4 |
| Information Management | A- | 4 |
| Equity Law | B | 4 |
| Commercial Law | B | 4 |
| Environmental Law | B+ | 4 |
| Matrimonial Law | B | 4 |
| Trust Law | C- | 4 |
| Family Law | B | 4 |
| Intellectual Property Law | B+ | 4 |
| Planning Law | B+ | 4 |
| Digital Marketing | B | 4 |
| Marketing Communications | A | 4 |



**WORK EXPERIENCE**



**Legal Intern**

**Orpen Franks**

May 2015 – June 2015 (2 months) 28-30 Burlington Road Dublin

Orpen Franks is a medium sized commercial and property law firm situated in Ballsbridge. I shared an office with another intern and supported the paralegals and trainees in there general duties, as well as providing research and writing assistance to the associates and partners of the firm. Duties included;

* General office administration - this involved sorting the mail in mornings and preparing the office for clients.
* Composition of Book of Evidence and Pleadings - This involved preparing and sorting all the evidence and statements chronologically for each case and preparing the book of evidence for presentation.
* Legal research and writing – researching of different points of law and writing a briefing memo for the associate or partner requesting it.
* Depositing court documents – travelling to the four courts weekly to deposit court documents for various cases.

**Capitol Hill Intern**

**Office of Congressman Joe Crowley**

June 10th – July 27th

Based on my past work experience and interests, I was offered a summer internship with Congressman Joe Crowley in his Washington DC office on Capitol Hill. Congressman Crowley is a Democrat representing New York Citys Queens and Bronx district. He is also Vice-Chair of the Democratic Caucus, which is the 5th highest position of leadership in the Democratic Party. The Congressman employs 10 staff and 4 interns in his DC office, so a large part of the learning experience for me has been working as part of a team in a highly political environment.

My duties included

* Representing the Congressman at briefings and attending hearings – this involved taking detailed notes at each briefing and drafting memos for Congressman.
* Drafting memos for the Legislative Director on various issues.
* Drafting responses to constituent mail – this involved researching the issue raised, researching the Congressman’s position on the issue based on past voting records and public statements, and drafting a letter to be sent back to the constituent.
* Providing and Coordinating tours – one of the main intern duties is to provide and organize tours of Capitol Hill for constituents.
* Answering the main office phone line – this involved re-directing requests to speak to different staff, dealing with constituent queries and handling lobbyist requests.
* Managing the front desk and reception – greeting guests to the office, who varied from constituents to Ambassadors to lobbyists.

**Parliamentary Intern**

**Alan Farrell T.D,** Dublin Fingal, Ireland

July - August 2014

* **Supervisor:** Alan Farrell T.D, Colm O’Callaghan (Parliamentary assistant)
* **Responsibilities:** Provide general support to the staff in the day to day workings withinthe office, such as dealing with constituent queries, research of various legislative topics and assistance with any administrative duties. I had 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.

**Digital Media Intern**

**Fine Gael**

January 2016 – February 2016, Dublin

* During the 2016 Irish General Election, I interned with the Fine Gael Digital Department for approximately 4 weeks. This role provided me with a unique insight into the party structures, strategy and staff for one of the most important time periods of any political party.
* My specific role was to work as part of the social media team to act as an advisor for Fine Gael candidates throughout the country. We advised them on how best to utilise their social media accounts to reach as many constituents as possible through engaging and innovative content. Primarily we acted as the middleman, sending content to each candidate from our designers, but on occasion we developed our own content.
* The interns worked in close cooperation with the Fine Gael media staff and this experience gave us invaluable insight into communications strategy and media relations.

**Class of 2016**

**Washington Ireland Program**

February 2016 – Present (6 months) Washington DC

* The Washington Ireland Program (WIP) is a six-month program of personal and professional development that brings university students from Northern Ireland and the Republic of Ireland to Washington, DC for summer work placements and leadership training.
* The program begins and ends with practical service in Northern Ireland and Ireland. WIP mentors leaders of the future who are committed to peace, stability and prosperity in both Northern Ireland and the Republic.
* Each year a class of 30 are selected from over 400 applicants.
* The program focuses heavily on teamwork and cooperation, particularly between individuals who hold opposite political views.
* The 8 weeks spent in Washington DC enables students to develop their soft skills, particularly through networking at various events including a week of meetings in New York City.
* Each student also lives with a host family for the duration of their stay.
* A critical component also is the service elements; each student volunteers at a charity each week in Washington DC. My charity was called Life Pieces to Master Pieces – a summer camp for underprivileged black males in some of DCs poorest districts.
* WIP Students also research and write a policy paper to present to the class at the end of summer. My paper focused on the merits of a compulsory voting system.

**Referees**



**1. Hector Colon**

Staff Assistant to Congressman Joe Crowley

Email: hector.colon@mail.house.gov



**2. Mr. John O’Dowd**

Senior Lecturer

UCD Sutherland School of Law Sutherland School of Law Belfield

Dublin 4

Tel + 35301 7164128 Email - john.odowd@ucd.ie



**3. John O’Donovan**

Senior Partner at Orpen Franks

Email: **john.odonovan@orpenfranks.ie**

Tel: +353 1 637 6200



**4. Kate Acheson / Jennie O’Reilly**

Supervisor, Fine Gael Headquarters

Email: *Kate@finegael.com* , *jennie@finegael.com*



**Qualifications and Achievements:**

* **Fully qualified driver**
* Member of the Washington Ireland Program Class of 2016
* Chairperson of UCD Young Fine Gael 2014/2015
* WT Cosgrave Award for policy proposal – winner
* Transition Year Student of the Year
* 6th Year Student of the Year 2012
* UCD Young Fine Gael Member of the Year 2013
* Student Observer at the 2014 One Young World Conference
* Certificate in the National Safe Food Programme
* Certificate in Health, Safety & Welfare at Work & Manual Handling
* Certificate of Commendation in the County Final of the Student Enterprise Awards

**Interests**

* **Charitable work** – I have an interest in helping those with disabilities, particularlyrelating to Downs Syndrome and Autism. I was the Director of Social Media at the 2016 National Autism Conference in Dublin Castle which was attended by 300 delegates.
* **Sports**Primarily GAA, Soccer and Golf – I am huge Liverpool supporter
* **Politics –** I was Chairperson of UCD Young Fine Gael in 2014**,** which is one of Ireland’s largest political student societies.
* **TV and Books –** I watch various types of political documentaries and read mainlypolitical autobiographies.
* **Travel** – Travelling is something I really enjoy. Over the past three years I've visitedBerlin, Krakow and Madrid, which were all interesting and different.
* **History** – I have always been deeply interested in history. Over my years in bothprimary and secondary school I have completed projects on Robert F. Kennedy as Attorney General of the USA, the Titanic, and Antarctic explorer Tom Crean.