

Robert Justin McDonnell

Address : 3 The Mews, Castlewood Terrace, Rathmines, Dublin 6

(M) :085 7809469 (E): Robert.mcdonnell@ucdconnect.ie

LinkedIn: <https://www.linkedin.com/in/robert-mcdonnell-602816121>

EDUCATION

University College Dublin (UCD): Masters in Common Law September 2019 – June 2021

A total of 6 modules were undertaken in each semester, these included:

- (Year 2) Law of Corporations, Public and Administration law, Equity and Trusts, English land law, Evidence, Public International Law, Jurisprudence and Intellectual Property Law.
- (Year 1) Tort law , Advanced Contract law, Irish Constitutional law, Criminal law, European Economic Law, European Constitutional Law.

University College Cork (UCC): B.A. (Hons) English Lit. September 2015 - June 2018

Graduated with an upper 2.1 degree.

- Committee member of the Journalism and Music societies. In both of these roles I organised numerous successful events.

Gaelcholáiste an Chláir (Secondary School): Leaving Certificate September 2009 - June 2015

- Irish language Secondary school.

PROFESSIONAL EXPERIENCE (Selected)

Kenny Boyd & Company Solicitors Dublin - Legal Assistant June 2020 - November 2020

General Practice Firm with over 30 years' experience in the areas of litigation, employment law, family law, conveyancing and general contentious and non-contentious issues.

- Drafted numerous legal documents in a range of practice areas. These included instruments creating Enduring power of attorney, wills and probate documents, contracts for sale, applications to the personal injury board etc
- Performed conveyancing work such as leasing with management companies to secure documentation, looking through title documents, liaising with banks in relation to mortgages, preparing closing documents and securing title documents.
- Drafted correspondences to clients and to other professional bodies in such a way as to create a strong working relationship with both.
- Answered the phone to took messages for the firm.
- Reorganised the firms filing system and I.T. structure to be more effective in light of Covid-19.

U.C.D. Music Society- Public Relations Officer April 2020- May 2021

Large University music society with a substantial following across social media channels.

- Created cohesive image and brand for the society through efficient utilization of all of the available social media channels.
- Managed and ran the Facebook, Instagram and Twitter of the society.
- Organised and created the societies first YouTube channel which broadcast the majority of the events that took place owing to Covid-19.
- Promoted all events and wrote copy with a view towards persuading students to attend.

Press Café: Floor manager and Public Relations Officer August 2019 – December 2019

High end café serving artisan coffee and food to clients with high expectations for service and quality.

- Co-ordinated a small team during service times in a thoughtful yet efficient manner.
- Accounted for all team member's strengths and weaknesses when assigning roles.
- Created promotions for the café's Instagram page.

Lyceum Dublin: Founder and head Teacher**August 2019 – Present**

Online Dublin Grinds and tutor school

- Created a Dublin based grinds school teaching students French, English German and Maths.

Supersonic Bar and live music venue Paris.**January 2019 – July 2019**

Busy live music venue in the Bastille area of Paris, France.

- Established close working relationships with various musicians in the Paris area.
- Worked with a team to promote events.
- Served clients through the medium of the French language.

Notre Dame du Grandchamp - English Teacher**September 2018 – July 2019**

Prestigious private high school in the heart of Versailles, France.

- Created lesson plans for the students to follow each day.
- Presented material in a clear, concise and engaging way to a group of students.
- Corrected and edited essays and other assignments of students.
- Worked with a team of teachers to create an engaging curriculum.

Old Oak Bar, Cork city – Barman.**September 2015 -August 2017**

Extremely busy bar and nightclub in the centre of Cork city,

- Worked under very high pressure to serve clients.
- Given many responsibilities by the management after a certain amount of time

EXTRACURRICULAR & SKILLS

I.T. and editing

- Proficient with all Microsoft office programmes such as Word, Excel, Outlook and PowerPoint and familiar with their applications in professional settings.
- Familiar with editing video, audio and images for promotional purposes.

Languages and communication

- Fluent speaker of French and Irish. Conversational German.
- Planning on sitting a B2 level French exam in November with the Alliance Française in Dublin.
- Experience writing correspondences of all kinds to clients, businesses and public bodies. Familiar with conventions of style and tone appropriate to each audience.

Activities and interests

- Previously awarded accolades for musical compositions and performances. Founding member of a musical ensemble who regularly perform in the Dublin area.
- Regular tennis player and cyclist.

REFERENCES

Ian Kenny-Boyd (Employer)

Experienced Solicitor

Kenny Boyd and Company Solicitors

1 Clonskeagh Square, Belfield,

Dublin 14

Tel : (01) 260 0007

Email : kennyboyd@eircom.net

Elaine Tohill (Employer)

Business owner

Press Café

The National Print Museum

Beggar's Bush Haddington Road Dublin 4\

Tel : (087) 6546458

Email : elainetohill@hotmail.com