**Robert Geaney-O’Brien**

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**Profile**

* Hard-working, responsible and conscientious individual with excellent leadership, organisational, interpersonal and team skills, acquired through both sporting and academic achievements, as well as employment.
* Extensive and varied experience gained in both administrative and busy customer-facing roles in legal, health and retail sectors.
* Experience working with IT tools such as Microsoft Word, Excel, PowerPoint, Teams, Zoom and Keyhouse

**Education**

September 2020 – May 2024 **Bachelor of Civil Law (Clinical) University College Cork**

* Overall 4th year result: **1H1**
* Overall 3rd year result: **2H1 (63.9%)**
* Overall 2nd year result: **2H1 (63.4%)**
* Overall 1st year result: **2H1 (61.2%)**
* **Final Year Modules**

Law of Equity I (70%) Law of Equity II (64%)

Employment Law I (68%) Employment Law II (70%)

Company Law I (71%) Company Law II (64%)

Sports Law (72%) Medical Law (72%)

Sports Law Clinic (66%) Jurisprudence (70%)

August 2020 **Leaving Certificate**, **Presentation Brothers College, Cork**

 Achieved 542 points, including a H2 in both History and English

**Relevant Work Experience**

**May 2021- May 2023 Legal Administrative Assistant Conways Solicitors Cork**

* Completed an internship in the summer of 2021. Invited to continue working on a part-time basis throughout my second year studying Law.
* Prepared and organised court documents. Reviewed and interpreted a wide range of legal documents and correspondence received by email/post. Liaised with relevant partners and staff as required.
* Responded to client queries through email/phone.
* Regularly attended client meetings, mediations and court sittings. Gained insight and experience of Maritime, Medical, Family and Property Law.
* Spent my 3rd Year undergraduate placement working for 9 months at the firm.

**Additional Work Experience**

**May 2019- December 2023 Administrative Assistant** **Geaney Orthodontic Practice, Midleton**

* Provide ongoing part-time administrative assistance in family practice as required.
* Work under the direction of the practice manager. Undertake general office duties such as: updating patient charts and patient information on practice computer system. Prepare and complete bank lodgements. Liaise with patients through phone or email.

 **Oct 2020 - April 2021 Retail Assistant CL Meats**

* Worked every weekend during my first year studying Law in UCC.
* Provided quality customer care and service. Dealt with customer queries and orders, managed cash/card transactions, in addition to general hygiene maintenance.

**May – August 2024 Food & Beverage Team New York Yacht Club, Newport, RI**

* Embarked on a J1 VISA Programme to Newport, RI for the 2024 Summer; worked in the prestigious New York Yacht Club as part of their food & beverage team.
* Tasks include serving food and drinks, parking assistance, gardening, kitchen cleaning, food running and working large events such as banquets, regattas and weddings.

**Volunteer Experience**

* Volunteered to teach English to Spanish teenagers in the summers of 2018 and 2019. This was as part of the Diverbo programme, an English language course located in Spain, where Spanish students attend immersion programmes to improve their English. Teenagers from English-speaking countries volunteer to attend these programmes and aid Spanish students in improving their English.
* Worked as a soccer instructor to primary school children as part of a week-long summer camp organised by Cork City FC in August 2019. I also worked as a soccer instructor for College Corinthians FC in the summers of 2017 and 2018.
* Participated in the annual SHARE collection held in Cork City with other secondary school students during years 2017-2019 inclusive.

**Personal Achievements and Interests**

* Nominated as **Class Representative** for my university course, **BCL Clinical**, during my third year studying at UCC
* Awarded consecutive **UCC Soccer Sports Scholarship** in October 2020, 2021, and 2022
* An active member of the starting line-up for the **UCC Senior Soccer squad** competing in the **Munster Senior League** and the **Intervarsity Collingwood Cup** during my four years studying at UCC
* A reserve for the **Ireland U18 soccer team** during a tournament in Sweden in November 2019
* **Captained the Munster Schoolboys** soccer team during the 2019 Interpros held in Abbottstown
* Captain/Striker for the **Cork City FC U17** soccer team from July 2018 to December 2019
* Won the **SFAI All-Ireland final with the Cork Schoolboys League (CSL)** U16 soccer team against Dublin in 2018, scoring the winning goal in the final.
* **Captained the CSL U15 soccer team** **to win the SFAI All-Ireland final** against Galway in 2017, scoring both goals in the final.
* Won the **All-Ireland U15 Soccer National Cup** with College Corinthians FC in 2017
* A member of the **Student Council in 6th Year** and took great pride in representing the queries, concerns and suggestions of my Year group to the Presentation Brothers College Principal and Vice-Principals
* Actively involved in the Presentation Brothers College **Rugby Cheerleading Committee**, whose job was to ensure the safety and security of all supporters at both Junior and Senior Cup rugby games.
* Past member of the **UCC Golf Society, UCC Soccer Society** and **UCC Law Society**

**References**

* Mr. Dermot Conway, BComm, BCL, Managing Partner, Conways Solicitors (021-4901000)
* Dr. Seán O’Conaill, Lecturer, School of Law, UCC (s.oconaill@ucc.ie)
* Kelly DeCosta, Manager, Food & Beverage Team, New York Yacht Club (decostak@nyyc.org)