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| Robert Hughes  17 Bartra Rock, Harbour Road, Dalkey, Co. Dublin.  T: +353 86 351 3123  E: [rhthughes@gmail.com](mailto:rhthughes@gmail.com) | RH |

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| Profile | * Grew up exposed to the inner workings of the business world, specifically the retail sector and the key driving forces within the sector. * Experience from working in commercial and general law practices. * Strong communication skills, with a great ability to work and empathize with colleagues and clients. * Competent, confident research and document presentation. * Cooperative and driven team performer. * Self-disciplined, dependable with a constant desire to contribute to the overall values of the group/team. |
| Work Experience | Legal Intern - Eugene F Collins Solicitors, Temple Chambers, Burlington Road, Dublin 4 **May 2018 – July 2018**  Having been selected to work for the firm as part of the EFC summer intern programme, I worked within the corporate and private client departments. While in the corporate department, I worked mostly in the area of competition law. My main tasks were assisting in research and document generation for competition law queries and public procurement matters. For the second rotation I moved to the private client department. Where the main tasks included, attending and recording minutes of meetings with clients regarding revision of wills and probate. Liaising with companies regarding share certificates was another fundamental aspect of my work within the department.  *Specific Achievements*   * Writing articles concerning new or amendments to laws for the firm’s website. * Engaging in charity work on behalf of the firm. * Group presentations to solicitors and partners within the firm.  Legal Intern - Lavelle Solicitors, St James House, Adelaide Road, St Kevin’s, Dublin 2 **October 2017 – December 2017**  I primarily worked within the litigation department. The main area I worked in was debt recollection. This involved correspondence with the plaintiff bank and defendants. I was tasked with issuing proceedings, drafting letters to the sheriff's office and attending hearings in the circuit court. Other tasks around the Four Courts included attending matters in the High Court and Court of Appeal as part of a listening brief. Along with filing papers and issuing motions in the Central Office and lower court offices. Outside of litigation I did some probate work. Including following up with banks for the release of funds into designated account or to pay off outstanding balances. Since completing my initial contract with Lavelle’s I have been invited to work for them from April – May 2018, in their conveyancing department.  *Specific Achievements*   * Minute taking in department and client meetings. * Correspondence with clients, opposing law firms and third parties for a variety of matters. * Preparation of documents for discovery and briefs to counsel.  Legal Intern - Charlton Solicitors, 70 Lower George’s Street, Dun Laoghaire. **June - July 2017**  Worked in a small general law practice. Gaining an insight into the general procedures within a law firm. The firm’s main focus is family law. I attended hearings within the family law court and issued motions within the family law office. There was also the opportunity to be involved in meetings with the client and counsel in order to explore alternative resolutions.  *Specific Achievements*   * Discovery of documents for booklets. * The compilation of booklets for briefs to counsel.    Retail Consultant - 180 Degrees, Patrick St. Dun Laoghaire. **May - August 2016**  Principally research, through direct interview and online research (Ebeltoft Retail Group). Preparation of report documentation and verbal presentation to senior officers and colleagues. Representative attendance at business related seminars and conferences reporting back on prospective opportunities. General office administration. Including front desk and invoicing.  *Specific Achievements*   * Competent user of Word and PowerPoint * Gained experience dealing with existing and prospective clients   **Joe’s Bar – Weed Street** **Chicago, U.S.A – Summer 2015**  Worked door staff, crowd control and event set-up for a large club venue with capacity for 1,000 people. Catering for concerts, private and corporate events.  *Specific Achievements*   * Certified – Beverage Alcohol Sellers and Servers Test (BASSET)  Hughes & Hughes, Dundrum Town Centre/ St. Stephens Green **September 2011- July 2012 & December 2013**  Worked as a junior bookseller and merchandiser, with specific responsibility for the Young Adult, Sport categories. As a junior member of the sales team, I was comprehensively trained to work as a cashier, deliver an excellent standard of customer service, sales-floor merchandising, special promotion / display. Manually handled high stock volumes. Trained and compliant in proper Goods-In procedure.  *Specific Achievements*   * As a bookseller, consistently achieving top ranking on the weekly  ‘€ Value / unit Transaction’ rating- Up-selling. * Organising and managing the involvement in the Dalkey Book Festival (June 2010/12) * Operate stock management through the Retail Management System (RMS) * Working with urgency and accuracy for fast stock turnaround  La Crossanterie: Blvd St Germain,Paris – Summer 2012 Customer sales and service in a challenging work environment. Additional responsibilities included stock control and food preparation. |
| Education | NUIG – Corporate LawGalway- Graduate  * Achieved a high 2.1 (67% avg.) * Ranked 3rd overall in my class. * Achieved 69% average in my final year. * Member of the Debating Society, the Free Legal Advice Centre (FLAC) and the Law Society.  Blackrock College – Secondary SchoolDublin – 2007- 2013  * Leaving Certificate – Achieved 550 points in total. * History – A1 * English – A1 * Religious Studies – A2 * Business Studies – A2 * French – B1 * Economics – B1 |
| Hobbies & Interests | * Leinster Schools Rugby team member for:   + Junior Cup (2010) - Semi-finalists   + Senior Cup (2013) - Winner   + Connacht U20 (2013) * Recently joined Cuala GAA club, training twice a week. Last year I started yoga, partaking in two sessions a week. While in college I boxed, training in a well-known local Galway club. I also play golf, mainly during the Summer months. * I am an avid reader, mainly contemporary American fiction. * I am a keen music and sports fan and I am an accomplished and passionate cook. * Volunteer Work:   + July - August 2013: Travelled to Sultan Hamud, Kenya as part of a school’s outreach programme to help build an orphanage and secondary school where I was selected as a group leader   + September – December 2010: Royal Donnybrook Hospice as part of my school’s pastoral programme. |
| References | Available upon request. |