## Rory Coughlan B.Corp, APA (Loans, Regulation)

Graduated from National University of Ireland, Galway with a high 2.1 Degree in Corporate Law. Currently employed as a Legal Executive with McCann FitzGerald. Five FE-1s completed to date and hoping to pass final three in October 2016. Looking to secure a Trainee Solicitor position for September 2017.

# Experience April 2016-Present McCann FitzGerald Solicitors Dublin

## <u>Legal Executive (Litigation & Dispute Resolution Group)</u>

- Working extremely closely with Partner and Senior Associates on a series of complex, multi-party commercial disputes, criminal proceedings and various highprofile regulatory investigations and public inquiries, largely arising out of the Irish banking and financial crisis.
- Drafting of correspondence, memos, attendances and reports;
- Communicating with clients providing updates regarding their respective matters;
- Member of eDiscovery Working Group utilizing platforms such as Lextranet and InControl:
- Liaising with clients and third parties on complex legal professional privilege issues;
- Analysis and research of points of law;
- Attending on meetings with clients and preparing detailed summary record for future reference.

#### Sept 2015-April 2016 Eversheds Ireland

Dublin

#### Legal Intern (PRTB Office)

- Conducting Discovery work and gathering all necessary documentation necessary for Enforcement of Determination Orders;
- Reviewing procedure and ensuring Compliance with relevant legislative provisions;
- Drafting Determination Orders to go before the Board for Approval;
- Downloading and uploading a broad range of legal documentation to data-rooms;
- Preparing Schedules and document packs for Board Meetings;
- Listening to client needs and delivering on these requirements in an efficient manner;
- Monitoring Adjudication Appeals as they are submitted and ensuring to they are handled correctly as per the relevant Legislation;
- Scrutinising and distributing legal reports and documents.

#### Dec 2014-June 2015 Allied Irish Banks

Castletroy, Limerick

## Bank Official

- Operating at the teller point, processing customer transactions as requested while also answering queries as required;
- Processing transactions such as automated teller transactions, night deposits, drop deposits and mail deposits;
- Preparing Branch daily reports each morning;

- Drafting letters to customers, completing query forms and other administrative duties;
- Balancing Tills and Foreign Currencies at end of day;
- Informing customers about foreign currency regulations, and computing transaction fees for currency exchanges;
- Receiving mortgage, loan, or public utility bill payments, verifying payment dates and amounts due;
- Ordering supply of cash to meet daily needs;
- Resolving problems or discrepancies concerning customers' accounts.

## Michael Houlihan & Partners

May 2014-Aug2014 Solicitors Ennis, Clare

## Legal Intern

- Drafting briefs and other general documents as requested by solicitors;
- Researching legal and corporate principles using a range of sources;
- Organising incoming communications for partners and senior solicitors;
- Working as part of a team to ensure that presentation of important documents meets required standards and is on time;
- Accompanying senior solicitors in Court.

#### **Education**

2015

<u>Accredited Product Advisor - Loans</u> <u>Accredited Product Advisor - Regulation</u>

2011-2014

Bachelor of

<u>Corporate Law</u> National University of Ireland,

2.1 Grade Galway.

2005-2010

<u>Leaving</u> <u>Certificate</u>

425 Points St. Flannan's College, Ennis.

#### **Skills Profile**

<u>Communication</u>: Excellent written communication skills developed in secondary school and university and confident and persuasive oral communication skills developed over numerous years of working in extremely busy industries, including dealing with customer issues/complaints. Keen eye for detail as evidenced by the ability to draft formal documents with precision. Equally adept at communicating with external third parties and clients due to roles occupied within busy law firms.

<u>Problem Solving and Decision Making</u>: Experience of problem solving throughout working life, often in different environments. Not afraid to make important decisions when the situation requires it by using strong evaluation skills and the ability to interpret and explain complex information clearly. Ranging from customer complaints and so on to problems in the corporate sphere while drafting documents, all have been experienced and overcome using a mixture of analytical, lateral-thinking and problem solving skills.

<u>High level of computer and IT literacy:</u> Proficient user of Microsoft Office software, as well as several eDiscovery platforms resulting from participation in major eDiscovery projects as part of current role.

#### **Interests**

Running: Keen runner and have raised funding for local children's charity.

Soccer: Played for and captained local soccer team at underage and youth level.

Frequently attend Irish Soccer matches and Premier League games in the U.K.

Travelling: Visited numerous European Countries as well as the U.S on many occasions, most recently when working in New York for three months in 2013 through the J1 visa.

REFERENCES AVAILABLE ON REQUEST.