**Rory O’Dowd**

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O’Connell Avenue Phone: (085) 2747014

Limerick

**Education**

**Bachelor of Business and Law, University College Dublin** (**2012 – 2016)**

Final Year GPA – 3.55 / 2:1 Honours / Top 30% of Class

**Business and Law Erasmus Programme** (**Jan – Jun 2015)**

University of Toulouse 1 Capitole, Toulouse, France

**Crescent College Comprehensive Secondary School, Limerick** (**2006 – 2012)**

Leaving Certificate Points Total – 535

**Relevant Employment**

**Legal Intern, *Harrison O’Dowd Solicitors* (Summer 2013 & 2014)**

* Conducted legal research, scheduled title documents, organised file storage systems, closed files and performed other general clerical duties.
* Attended Circuit and High Court cases and observed duties and responsibilities of the firm’s solicitors. Gained valuable insight into the legal profession.

**Intern, *Cantor Fitzgerald*  (Summer 2015)**

* Developed an understanding of the security trading processes as well as the factors taken into account by the stockbrokers when considering an investment.
* Conducted corporate analysis and communicated findings to senior stockbrokers.

**Legal Intern, *Eugene F Collins*  (May - June 2016)**

* Completed 3 week long rotations in Property and Corporate Recovery departments.
* Assumed more advanced responsibilities than in previous internship - attended client meetings and drafted basic legal documents (eg Family Law and Section 72 Declarations as well as Deeds of Appointment and Discharge of Receiver).
* Built on previous legal experience as well as acquiring insight into the mechanics of a larger legal practice.

**Other Employment**

**Web Marketer (Part-Time), *Dunkerron Holiday Homes* (Dec 2014 – August 2016)**

* Researched and implemented online marketing strategies specifically related to holiday home rentals.
* Registered, monitored and updated properties on various websites. Also responded to customer queries and managed bookings.

**Waiter/Bartender (Part-Time), *Matt the Threshers* (Sept 2013 - May 2014)**

* Developed and improved communication and customer service skills. Gained commercial awareness as well as learning to work as part of a team.

**Additional Skills**

**Research Skills**

Conducted legal research both for University assignments and as a legal intern. Further developed my research skills analysing corporate financial statements while interning in Cantor Fitzgerald.

**Teamwork Skills**

Strongly improved my teamwork skills through a combination of various university group projects, experience at Harrison O’Dowd/Eugene F Collins and restaurant/bar work.

**Organisational Skills**

Developed my organisational skills marketing properties for Dunkerron Holiday Homes and updating filing systems in Harrison O’Dowd solicitors.

**IT Skills**

Proficient in IT (in particular, the use Excel for accountancy purposes) from work experience and various modules taken in college. Competent using Microsoft Word, Excel, Outlook and PowerPoint and Access.

**Language Skills**

Irish: Native or bilingual proficiency.

French: Working proficiency. Strong level of comprehension arising from Erasmus programme.

**Interests and Achievements**

* Generated over €95,000 booking revenue for Dunkerron Holiday Homes since December 2014
* School award for leaving certificate results
* Short Marketing internship in Lisbon secured for mid-November 2016
* Interest in volunteer work, past examples include teacher’s assistant in Saint Gabriel’s special needs school (Limerick) and at Web Summit 2015
* Other interests include skiing, soccer, rugby and travel.

**References available on request**