

Rory O’Huiginn

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I am an ambitious, motivated and enthusiastic Business & Law graduate with a genuine interest and understanding of all aspects of law. I’m currently seeking a training contract within a dynamic commercial law firm with the view to commencing PPC1 in September 2017

EDUCATION

Independent College Dublin, 2015 – present

Online Fe1 preparatory course – Achieved pass grade in 4 Fe1 exams

University College Dublin, 2010- 2014

Bachelor of Business & Law – Achieved 2.1 Honours Degree

The Institute of Education, Leeson Street, Dublin. 2008- 2009

Leaving Certificate Results- Achieved 500 points

Blackrock College Secondary School, 2001 - 2008

EMPLOYMENT HISTORY

Moran and Ryan Solicitors

April 2016 – July 2016

Legal Intern

- Acquired experience in personal injury, debt recovery, family Law, commercial litigation and probate
- Organised and prepared documents including briefs, motions, affidavits, civil bills, appearances/defences
- Liaised with other law firms, clients and Barristers by post, phone and email
- Maintained and updated files on CORTBase – the firms case management system
- Filed documents in the Four Courts, CRO and Probate Office
- Attended meetings, consultations and court hearings
- Composed articles for the firms website
- Compiled research on case law, legislation and relevant legal news
- Performed reception and administrative tasks

Topaz Energy Ltd

September 2014 – January 2016

Category Management Support

- Ensured compliance with retail legislation- alcohol, tobacco and pharmaceutical products
- Attended and participated in negotiations with suppliers
- Established trusted relationships with suppliers and became a key point of contact
- Oversaw planning and implementation of monthly shop promotions
- Manager of the Office Café
- Point of contact for the Topaz network of employees- 158 stores
- Monitored and controlled electronic invoicing system across Topaz network
- Managed new product set up and price implementation
- Introduced efficient reporting methods and streamlined data presentation
- Approved price reductions and clearance requests

Levy Restaurants, San Francisco, U.S.A

June –September 2013

Catering Staff

- Responsibilities included serving food and drinks, dealing with customers regularly, cash register responsibilities, cleaning duties, stock take and ordering responsibilities.

Arts and Hobby Store, Dun Laoghaire

June 2011 - September 2011

Sales Assistant

Responsibilities included dealing with customers, opening and closing shop, responsible for the cash register, cleaning duties, stock take and balancing the till, weekend manager

Other Job experience includes:

- Manager of the Topaz Head Office cafe
- Night club promotion
- Door to door sales- San Francisco J1 working visa
- Coached youth soccer teams

SKILLS & COMPETENCES**Social and Working Skills:**

I have confident communication skills as demonstrated delivering presentations at university and in my previous roles. I'm accustomed to working both as part of a team and cross functionally with other departments. I have excellent negotiation and persuasions skills and an ability to deal with problems calmly and efficiently. My first-hand management and leadership experience over-seeing the office café in a previous role provided early responsibility and confidence in my abilities.

Computer Skills:

I have experience with case management software and possess a strong knowledge and understanding of all Microsoft applications both on Windows and Mac. In particular, I have developed excellent Excel and PowerPoint skills.

Interests and Hobbies:

I have played soccer for both my school and my college, competed at a national level in swimming and was captain of the school basketball team. I am also a keen traveller and have travelled Europe, America, Australia, New Zealand and South East Asia. Other interests include playing the guitar, origami and card tricks.