**Ruairi Clinton**

**Sunhill, Termonfeckin, Co.Louth, Ireland**

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**EMPLOYMENT**

May 2018 - Present

Paralegal, Legal Tech and Innovation Services, Arthur Cox

* Review of discovery documentation to build arguments for defence against claims.
* Collating briefs for fellow team members for rapid dissemination of required information.
* Recording and reporting on progress so as to update both management and clients.
* Completing ediscovery projects and document reviews in our specialist Project & Data Management Unit.
* General case management, including diary management and liaising with third party service providers.
* Completing matter related research.

Jan 2018 - March 30 2018

Legal Intern, Hayes Solicitors, Dublin

* Analysis of discovery documentation to build arguments for both claims and counter-claims.
* Legal research for solicitors to ensure an up to date view of the law.
* Utilising case management software to guarantee optimal efficiency.
* Drafting court documents re personal injury claims as well as aiding the preparation of briefs for experts/counsel.
* Liaising with clients, third parties and the courts service to facilitate the smooth running of a case.

Nov 2013 - Nov 2014 + Oct 2016 - Dec 2017

Barista, Costa Coffee, Drogheda

* Arranged stock weekly, allowing for precise orders to be placed.
* Delivered top quality customer service in a demanding environment.
* Performed tasks by order of priority, imperative in a business of such volume.

Nov 2014 – Aug 2015

Store Assistant, Lidl, Drogheda

* Categorised morning deliveries according to the distribution schedule.
* Maintained requisite stock levels on display through constant monitoring.
* Memorised scan codes for over 100 non scannable perishables.

**EDUCATION**

Sept 2017                  Maynooth University - BCL International - 2.1 Honours

                                 Studied at Fordham University 2015/2016 as part of BCL.

To 2013                     St. Joseph’s Secondary School, Drogheda, Co. Louth

                                  Leaving Certificate - 460 points

**SKILLS AND INTERESTS**

* Self-funded international year for university through part-time and Summer work.
* Involved in annual collection of monies for the Niall Mellon Township Trust.
* Attend and perform stand-up comedy.
* Strong interest in running and physical fitness.
* Familiar with legal research on justis and westlaw, as well as case management systems.
* Typing speed of 65 wpm.

**REFERENCES**

Susan O'Brien - Previous Manager of Costa - 087 627 5298

Niamh Murphy – Manager at Arthur Cox – 01 920 1330