

Shane Gaynor-O'Carroll BBS (Hons), Dip. Emp. Law



Address: 36 Trinity Court, White Street, Cork, T12 V088.

Contact Number: (086) 403 4378. **E-mail:** sgocarroll@me.com.

Education:

| | | |
|-----------|--|---|
| 2013-2016 | University College Cork Cork. | Law (BCL) Expected Grade: 2:1. |
| 2012 | Law Society of Ireland Blackhall Place, Dublin 7. | Diploma in Employment Law Grade: Pass |
| 2006-2007 | Institute of Technology Tralee Tralee, Co. Kerry. | Bachelor of Business (Management) Grade 2:2. Award: BBS (Honours) |
| 2005-2006 | IPAG - École Supérieure de Commerce (Erasmus) Nice, France. | Bachelor of Business (Int'l. Management) Grade 2:1. Award: BBS (Ordinary) |
| 2003-2005 | Institute of Technology Tralee Tralee, Co. Kerry. | Certificate in Business & Languages Grade: 2:1 |
| 1998-2003 | St. Mary's, Christian Brothers Secondary School Tralee, Co. Kerry. | Leaving Certificate 425 pts. |

Professional Experience:

Jun. 2014 – Sept. 2015 **John J. Murphy & Company Solicitors**
Courthouse Chambers, 27/29 Washington Street, Cork, T12 WN8F.

Role: **Legal Intern**

This voluntary internship allowed me to gain an invaluable insight into the various practice areas covered by a general practice law firm. I was permitted the opportunity to prove myself as a capable and valuable team member while developing my legal knowledge and skill base. I was entrusted with a great deal of responsibility which included management of my own files under the supervision of experienced solicitors. Areas in which I gained experience include: -

- **Probate:** Drafting and witnessing of wills, powers of attorney, enduring powers of attorney, Inland Revenue Affidavits, and oaths of executors. Extraction of grants of probate & letters of administration.
- **Conveyancing:** Preparation of leases, contracts for sale, objections and requisitions on title, Form 17, authorities and undertakings. Carrying out judgment searches and preparation of mortgage documentation.
- **Civil Litigation:** Drafting InjuriesBoard.ie applications; managing debt recovery matters; drafting of various court documents; preparation of Counsel briefs and books of pleadings; attending on Counsel and liaising with Town Agents.
- **Licensing:** Preparation of licensing applications; serving notices on various concerned parties; preparation of affidavits of service.
- **Company Law:** Company formations and registration; attending AGMs and EGMs; preparation of meeting minutes.
- **Notary Public:** Client management; preparation of notarial certificates; creation of standard operating procedures for handling of notarial clients.
- **Client and File Management:** Fulfilling s. 68 and money laundering requirements; file opening/closing/archiving; diary management; first point of contact with clients and client follow-ups; maintenance of and updating of Undertaking Register.
- **Administration:** Dictation; letter writing; invoicing; creation of time reports; banking and management of office stationery.

Achievements:

- Developed and fostered strong professional relationships with clients, colleagues and all other third parties.
- Demonstrated initiative by successfully overhauling the practice's filing and archiving system.
- Migrated from traditional hardcopy archiving records to a fully operational softcopy system in a bid to move to a paperless office.
- Introduced a file audit procedure to audit all open files and reviewed all wills in the practice's safekeeping.
- Took ownership and successful management of dispute matter with mobile phone service provider saving the firm €1,000.
- Preparation of petition to Supreme Court and application to Faculty of Notaries Public for appointment of a Notary Public.

Oct. 2010 – Aug. 2011 *The HR Suite*
Pier 17 Business Centre, Dingle Road, Tralee, Co. Kerry, V92 R6DX.

Role: **HR Assistant** (FÁS Work Placement Programme)

- **Client Support and Advice:** Providing advice on employment legislation, relevant employment agreements, best practice for short-time working, lay-offs, redundancy and dismissals via telephone, e-mail and on-site. Conducting HR audits in line with NERA (National Employments Rights Authority) guidelines and preparing detailed feedback. Facilitating focus groups.
- **Dispute Resolution:** Assisting with disciplinary hearings, investigatory meetings, mediation and Rights Commissioner hearings.
- **Recruitment:** Drafting job descriptions; advertising positions; screening CV's; organising interviews; preparation of interview questions; conducting interviews, reference checks and preparation of short-listing of final selection.
- **Administration:** Preparation of contracts of employment, HR policies and procedures and company handbooks. Introduction and maintenance of employee personnel files, including recording of training, absenteeism and annual leave. Creation and maintenance of office filing system and company databases.
- **Facilities Management:** Responsible for management of office supplies, banking and petty cash; issuance and payment of invoices; creation and implementation of all standard operating procedure documentation; organising business travel arrangements.
- **Business Development:** Preparation and submission of tenders/e-tenders; organising seminars and coffee mornings; content preparation and ordering of promotional materials; identifying and targeting sales opportunities.

Achievements:

- Project managed the 'Excellence Through People' application – the national Human Resource Management Scheme awarded by the National Standards Authority of Ireland (NSAI). Achieved in April 2011 with a score of 95%.
- Successfully implemented and managed the company Quad Model – a balanced scorecard tool used to measure strategic business performance through specific individual and team targets.
- Project managed two significant recruitment projects recruiting a total of over 150 employees.

Other Experience:

| | | |
|------------------------|---|--|
| Aug. 2011 – Sept. 2013 | Action Lesotho – Charity Bookshop Tralee, Co. Kerry | Part-time Volunteer |
| Oct. 2009 – Dec. 2009 | Fexco – Bord Gáis Energy Killorglin, Co. Kerry | Customer Service Representative |
| May 2007 – Sept. 2009 | Slattery's & Stein Travel Tralee, Co. Kerry | Operations Executive |
| May 2006 – Sept. 2006 | Slattery's Travel Tralee, Co. Kerry | Marketing Assistant |
| Jun. 2004 – Aug. 2004 | Radisson SAS Palace Hotel Spa, Belgium | Stagiaire: Reception & Cost Control |

Interests; Extra-Curricular Activities; Awards; Languages and Skills:

- **Interests:** Travelling; cooking and nutrition; technology; languages; reading; swimming; cycling; camping and photography.
- **Cork Online Law Review (COLR):** Editor and Webmaster of COLR since September 2014. COLR is an online student led law review which publishes 8-10 legally based articles in its annual publication. As Editor I work alongside a team of 14 Editors to review article submissions for publishing. I am solely responsible for the overall management of the Law Review's website.
- **UCC FLAC Society (Free Legal Aid Centres):** Committee Member for 2014/15. As OCM I worked as part of a team to organise training seminars, mock clinics, clinics, talks and debates led by well-known public figures. I was jointly responsible for all social media activities, re-branding, and various promotional activities of the society.
- **Awards:** UCC Works Student Life Pathway 2014/15; UCC Works Volunteering Pathway 2014/15.
- **Languages:** English (native); French (advanced); Spanish (basic); Dutch (basic – self-taught).
- **Skills:** Highly proficient in IT. Professional experience with MS Office – Word; Excel; PowerPoint; Outlook and Access. Working experience with Microsoft and Macintosh operating systems; SPSS Statistical Software; Business Objects and Legal Evolve.

References available upon request.