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**Simion Curmei**

**Education** 2016 – Present

National University of Ireland Maynooth

**LLB (Currently obtaining a 2:1 overall)**

2015 – 2016 2011 – 2015

Institute of Education Luttrellstown Community College

**Leaving Certificate**

**Employment**

12th – 23rd August 2019

**Summer Intern at Leman Solicitors**

* Organised case files in Keyhouse Case Management Software.
* Attended client meetings and took minutes for use of solicitor on the cases.
* Archived case files that needed to be sent offsite.
* Legal research tasks on topics at solicitor’s request, such as thoroughly researching Directive 86/653/EC which deals with Commercial Agencies.
* Drafted letters to clients, legal firms and companies, which were then checked and sent by solicitors or trainees at the firm.

May 2019 – August 2019

**Client Management Summer Intern at Indeed.com**

* My internship at Indeed included working with a large number of United Kingdom clients.
* Providing reports on their spending, analysing data of traffic to their company pages and engagement with audience.
* Further, I worked alongside my team in providing financial advice for clients in terms of their spend with Indeed.
* Worked with a close knit team, teamwork was essential in such a fast-paced tech company.
* Skills gained include improved interpersonal skills, from dealing with a lot of different clients with tailored needs. My organisational skills have grown profoundly, Indeed’s busy environment has taught me the importance of being organised and the consequences if it is not done correctly.

February-April 2019 (Part-Time)

**Legal Intern at Kenny Boyd & Co. Solicitors**

* My duties mostly include drafting letters for clients and companies that are dealt with on a daily basis. I have also had exposure to CORT2019.
* Filing, addressing client queries and schedules of closing documents are among some of the daily tasks that needed completion as part of being an intern.
* One of the more interesting aspect of the internship was working with Real Estate transactions, be it family homes, small businesses or larger commercial transactions.

2017 – Present (Occasional)

**Student Ambassador for Maynooth University**

* This role includes being a guide during the open days at Maynooth University, providing prospective students with information on studying law and the general social aspect of attending Maynooth University.
* Being a student ambassador has greatly improved my communication skills which allows me to communicate effectively with any person.

2017 – Present (Part-Time)

**Car Park Attendant at Best Car Park in Arnotts, Dublin City.**

* A key aspect of this role was maintaining books of accounts based on full daily report sheets.
* Other duties include printing of midnight money statistics, filing it correctly, checking balances are correct and highlighting any issues to a supervisor.
* Weekly financial analysis and week on week comparison and reporting.

**Skills**

**Computer:** Excellent working knowledge of Microsoft Word, PowerPoint and Excel. Attended Office365 course at Pittman Training. Typing Speed: 50 wpm

**Organisational:** Excellent organisational and time management skills, as was shown when I was selected as team captain of my group for Innovation in Professional Practice. My role included setting up team meetings and making sure all work submitted was of the best possible standard as this particular module had the most credits. Obtained a high second class honour (2:1)

**Teamwork:** Throughout my years of education teamwork has been one consistent trait that has always showed. A great example is our team winning the ‘Formula 1 in Schools’ regional competition with our team Arrow Racing. My teamwork has also improved while working in the fast-paced tech company, Indeed.com.

**Leadership:** My leadership skills have been displayed since a young age, such as being the team captain in the Young Entrepreneur competition when in 1st year of Secondary School, where we reached the national finals with our idea of keyring scented wooden hurley’s for lockers. This has further transpired to when I had been elected as president of the Maynooth University Law Society, a very competitive position to obtain, with a lot of responsibility.

**Interests & Achievements**

* Overall winner of the Silken Thomas Moot Court Competition of 2018, judged by Supreme Court Justice, Mr. Justice John McMenamin and alongside my partner proceeded to win the competition.
* Elected as President of Maynooth University Law Society 2019/2020.
* Elected as Moot Court Convenor for the Maynooth Law Society of 2018/2019.
* Elected as Vice-President of Maynooth Free Legal Advice Clinic 2018.
* Finalist in the Young Entrepreneur Awards in 2011, along with my team mates, for our idea of fragranced keyring customisable hurleys.

**References available upon request.**