

Simon Purcell – Curriculum Vitae

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Summary

A final year LLB Law Student studying at Trinity College Dublin with both a proven academic track record and legal experience. I pride myself on my strong analytical skills, an ability to solve complex problems, a commitment to excellence and an ability to perform both individually and as part of a team. My background in team and individual sports has honed these skills making me a well-rounded and dedicated candidate.

Key Skills

Leadership	Analytical Thinking	Critical Thinking
Strong Team Player	Decision Making	Creativity
Optimistic	Collaboration	Communication
Performance Orientated	Leadership	Event Organisation

Career and Professional Experience

May 2024 – August 2024

May 2023 – August 2023

Golf Instructor/Assistant Golf Professional, Montclair Golf Club

Montclair Golf Club is one of the oldest and most prestigious golf clubs in the US. It currently has a membership of over 800 families.

- Built and ran a 10-week Junior Golf Camp which included 80 kids from the ages of 8 – 16. This camp included daily golf lessons, rules seminars and weekly golf competitions.
- Established and created almost 30 individual and team tournaments for the adult members across the span of a 16-week period. This involved, creating sign-up sheets online, setting tee times, officiating the golfers whilst on the golf course and also being in constant communication with the greenkeeping team.
- Reduced stock cost expenses by almost 15% from the previous summer through implementing a custom fit approach to golf clubs instead of bulk buying.

August 2022 – February 2023

Legal Assistant, Tallans Solicitors

Tallans Solicitors is the North-East's largest law firm specialising in personal injury, medical negligence, family law and conveyancing.

- Drafted multiple numbers of legal documents to be used in court proceedings with an almost perfect approval rate from the solicitors within the firm.
- Processed hundreds of client's final invoices, helping to reduce the number of outstanding payments and reduce billing turnaround time.

- Handled hundreds of client calls, resolving close to 80% of inquiries independently.

September 2017 – August 2022**Assistant Golf Professional, Ashbourne Golf Club**

Ashbourne Golf Club, established in 1991 is a members owned golf course in Co. Meath.

- Administered and controlled prize money of the value up to €50,000.
- Created and designed a new automated system to control member's credit in the golf shop, resulting in saving the golf shop almost €3,000 from the previous year.
- Greeted and assisted members and guests providing a memorable and positive experience at the club.
- Trained and managed 6 summer interns across several years which facilitated the daily operations of the club during the busy summer periods.

Education**September 2021 – Present**

Trinity College Dublin – 4th year LLB – Currently holding a 2:1 grade.

September 2020 – May 2021

Dunboyne College of Further Education –Law, Level 5 – Achieved a Distinction grade in all 10 subjects.

September 2014 – June 2020

Ashbourne Community School, Ashbourne, Co. Meath

Achievements and Interests

- Trinity Law Society Outreach programme mentor.
- Trinity English Conversion Classes volunteer.
- Senior Prefect in the penultimate and final year of secondary school.
- Member of the ACS winning Leinster GAA team 2019
- Member of the winning Leinster Mixed Foursome Team for Ashbourne Golf Club 2019.
- Junior Captain of Ashbourne Golf Club 2018.
- Captain of the Fred Daly golf team 2019.