

Tadgh Murphy

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PROFILE: Current Corporate Services Graduate, holding a MSc International Public Policy and Diplomacy & BA(Hons) in Legal Studies with Business. Skilled in legal research, legal writing and performing clerical duties.

RELEVANT WORK EXPERIENCE

FBD Insurance PLC - Fbd House, Naas Rd, Bluebell, Dublin 12, Oct 2022 – Present **Corporate Services**

Graduate

- Researching papers
- Writing papers
- Presenting papers
- Conducting surveys
- Redesigning SharePoint
- Organising files
- Any other tasks assigned by line management.

Skanstec Engineering LTD Clonmel, Co. Tipperary May 2022 – Sept 2022 **Policy Officer**

- Researching policy.
- Assisting the drafting of health and safety and environmental policy among others
- Aiding in the setting up of our international offices
- Ensuring that policy is in line with both local and international standards
- Maintain an up-to-date knowledge of relevant construction legislation, policies and practices
- Preparing documents and reports
- Supporting presentations

DCD Ireland Carmichael House, North Brunswick Street, Dublin 7 June 2021 – Present

Volunteer Administrative Officer

- Corresponding with members reminding them of events
- Planning of events on Eventbrite such as Songwriters club and cooking courses
- Organising campaigns for Events and Workshops such as Cairde connect and Maynooth computing science camps
- Using salesforce databases to register members to DCDS databases
- Assisting with the development and maintenance of the digital filing
- Creating reports on Salesforce detailing potential duplicate members

EDUCATION

MSc International Public Policy and Diplomacy, University College Cork 2021 – 2022 **Overall Result: Second Class Honour Grade Two: 2.2**

BA(Hons)In Legal Studies with Business, Waterford Institute of Technology 2019 – 2020 **Overall Result: Second Class Honour Grade One: 2.1**

BA in Legal Studies, Waterford Institute of Technology 2018 – 2019 **Overall Result: Grade 2 Merit**

Higher Certificate in Legal Studies, Waterford Institute of Technology 2016 - 2018 **Overall Result: Pass**

SKILLS PROFILE

Computer skills:

- Proficient in the full Microsoft Office suite.
- Proficient in the Salesforce database program.
- Touch typist at 100 wpm.

Legal knowledge & Research Skills:

- Familiar with several legal databases such as Justis, Lexis Nexus and Westlaw
- Referencing in the Oscola system.
- Presentation research skills
- Legal journal research skills
- Legal document preparation

Communications Skills:

- Accomplished at delivering presentations.
- As Graduate Ambassador at WIT I advised prospective students on the opportunities for study

INTERESTS AND ACHIEVEMENTS

- Waterford Institute of Technology Law Society Legal Studies Course Representative. My role involved acting as an advocate for the legal studies course and helped organise several events.
- Well-travelled
- International affairs
- Member of the diversity and inclusion committee at FBD

REFERENCES Available on Request