

## **Thomas Barrett**

Ballytarsna, Cashel, Co. Tipperary.

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### **Education**

#### **University College Cork 2016-2018**

Bachelor of Laws (LLB)

#### **NUI Galway**

Bachelor of Commerce

#### **Cashel Community School**

Leaving Certificate Results: 445 Points

### **Relevant Professional Experience**

#### **UCC IT Law Clinic**

**Jan 2018 - present**

##### **Volunteer**

- Researching legal issues such as copyright, data protection, information law and communicate this research to firms that engage with the clinic in an effective manner.

#### **United States Federal District Court**

**June 2017 – August 2017**

##### **Judicial Extern**

- Researching substantive and procedural issues.
- Discussing legal issues and relevant case law with clerks, the judiciary and other externs.
- Observing trial proceedings, pre-trial conferences and motion hearings.
- Drafting court orders granting or denying individual motions.
- Compiling jurisdiction checks to ascertain whether individual complaints were filed in the correct jurisdiction.
- Proof-reading motions and orders prepared by colleagues.
- Participating in various activities organised by the Irish American Bar Association and attending functions organised by the District Court.
- Visits to the Children's Court, Coroners Office and Municipal Detention Center which enriched my experience and understanding of the American Legal System.

#### **AIB**

**Nov 2015 – Sept 2016**

##### **Bank Official – Accounts Manager**

##### **Roles and Responsibilities**

- Working directly with borrowers to assess their situation across AIB, EBS & Haven banks.
- Establish the root cause of arrears and put customers in financial difficulty on a sustainable path to recovery.
- Clearly explain to borrowers the Mortgage Arrears Resolution Process (MARP) and create payment plans that best suit a customer based on their current financial circumstances.
- Resolution of staff queries on policies and procedures.
- Training of several new team members.
- Ensuring positive team environment to meet collective objectives.

### Key Achievements

- Successfully meeting targets and QA.
- Achieving highest team referral of customer in difficulty to external independent financial advice group.
- Regularly achieving the highest number of official arrangements with customers per team.
- Ensuring all customers are aware of the internal procedures and external assistance available to ensure a constructive resolution is achieved.

### Gradewell Plant & Haulage

2010 – Sept 2015

#### Accounts Manager

- Taking responsibility for invoicing of clients.
- Assisting with VAT & Tax filings.
- Working under pressure to meet deadlines.
- Liaising with clients to resolve queries in a positive manner.

### IT Skills

- Experienced user of MS Office Suite (Word, Excel, Powerpoint, Outlook)
- Adept user of online Marketing and Research tools (Linkedin)
- Experience using Novell Client Software.

### Interests & Achievements

- Completed ECDL.
- Class representative 2016/2017 – liaise with law school on a range of queries and participate in monthly meeting with Dean of Law/ Vice Dean of Law.
- Completed voluntary placements & assisted with charity fundraisers during Secondary School.
- Holder of a full driver's licence.
- Interest in travel, running and horse-riding.

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