

Thomas Burke

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Personal Statement

Graduate of University College Dublin, Bachelors of Business and Law (2.1) Honours Degree. Four FE1s passed with results of September sitting pending. Aspiring commercial solicitor, with relevant experience in related industries and practices. Excellent time management, co-ordination and communication skills. Self-motivated and hardworking, while personable and professional in building and managing client relations.

Relevant Work Experience

David F. McMahon & Co Solicitors, Dublin 1

Legal Executive May 2015 – Present

The firm is a general practice dealing with a wide range of cases. My responsibility within the firm is ever increasing, I am fortunate to have employers who make a conscious effort to continually teach and mentor while allowing me independence to learn practically. I have worked in the following areas through the following tasks.

- Conveyancing – experience throughout the process on behalf of purchaser and vendor; investigating title and burdens, drafting and reviewing contracts, registering and stamping deeds.
- Personal Injuries Litigation – extensive involvement in multiple successful actions, including; submission of PIAB applications, issuing proceedings, compiling supporting reports and documentation, dealing with clients and other party solicitors, attending settlement negotiations.
- Probate and Wills – Experience in attending consultations, drafting Wills and Powers of Attorney and completing statutory requirements, advising in relation to and assessing tax liabilities, and submitting forms to Revenue.
- Family Law – Preparing vouching documentation, attending settlement talks.
- High Court Litigation – Working with Counsel throughout the process in consultations, preparing pleadings and other filing; attending counsel in court during interlocutory applications seeking injunctive relief.
- Commercial Property Law – Drafting Non-Disclosure Agreements.
- Contract Law – Drafting a range of contracts in relation to commercial matters such as share transfer and partnership agreements.

Sheehan & Partners, Cunningham House, Francis Street, Dublin 8

3 Month Internship - October to December 2014

During the first month of the internship I worked primarily with partner Mr. Dara Robinson, attending hearings and consultations with clients as well as strategic meetings with counsel in areas such as white collar crime and money laundering. I was tasked with researching a diverse range of topics for hearings including childcare law, crimes against the person and property related offences amongst others topics.

For the remainder of my time with the firm I fulfilled many of the roles of a paralegal within the firm, these included

- Attending counsel in a range of courts, including the High and Supreme Court, and subsequently preparing a summary or transcript of proceedings where required.
- Receiving disclosure from An Garda Siochana, reviewing and preparing a note on the contents.
- Preparing briefs for counsel.
- Preparing and submitting files to various court offices.

Pioneer Investments, Georges Quay, Dublin 2

10 week internship program – June to August 2012

During my time with Pioneer I worked mainly between the Request for Proposal and Client Reporting teams. Through responding to institutional clients' proposal forms and reporting to them the performance of their investments I received an invaluable insight to the mechanics of Mutual Investment Funds. I received further exposure to the investment process by spending time in departments such as legal and trading, and sitting in on calls between fund managers and their clients and staff. My duties during this time included

- Completing Standard Request for Proposal forms for prospective investors.
- Generating performance reports for institutional clients and drafting comments to be reviewed by fund managers.
- Creating an automated internal reporting system to generate a monthly report informing staff across the firm about the firm's funds' performance, investment geographic and sectional breakdown amongst others.
- Updating and automating a staff database to be used in completing requests for proposals.
- In completing these tasks I worked with staff worldwide through email, phone and video conferencing. In updating the staff data base, I was responsible for organising and chairing meetings with staff from relevant departments.

Oneplus Accountancy, Raheeny, Dublin 5

June to July 2011

I completed a short internship covering a trainee accountant's leave. Oneplus is a small accountancy firm dealing mainly with sole traders and small businesses. I fulfilled a number of roles during this internship, including.

- Completing Bank Reconciliations for small businesses for end of year accounts.
- Using payroll software to fulfil payroll function for clients.
- Attending meetings with small and medium business owners.
- Fulfilling secretarial roles within the firm including scheduling meetings for the partners and dealing with clients.

Employment During University

Food HQ, Bray Main Street, Bray, Co Wicklow (formerly Simply Market)

January -May 2015, Academic Year 2014

While studying for FE1 exams in March and during college I worked part time in a small newsagents and deli,

- Responsible for closing tills, counting cash and ensuring adequate stock levels for the following day.
- Volunteered to create and manage a social media presence for the shop with specific reference to the introduction of a new product line. The product was successfully launched partly through the success of the effective use of the social media campaign I created.

Supervalu, Greystones, Co Wicklow

August 2011 to December 2012

Working primarily on tills with specific responsibilities for the off-licence within the supermarket.

Education and Qualifications

Third Level

Bachelors in Business and Law (2.1), University College Dublin, Ireland – Graduated September 2014

Secondary Level

Leaving Certificate, 505 points attained. Completed June 2010, Newpark Comprehensive, Dublin 18.

I.T. Literacy

- Professional level knowledge of MS Office suite through extensive study as well as use in the workplace, working use of visual communication programmes such as Prezzie and Powerpoint
- Essential Certificates in Bloomberg as part of degree program
- Experience in Payroll and Reporting programs
- Experience using Keyhouse and Cort Case Management Software

Referees

Mr. Ross McMahon

David F. McMahon & Co. Solicitors, Prosperity House, O'Connell Street, Dublin 1

Mr. Dara Robinson

Sheehan & Partners, Cunningham House, Francis Street, Dublin 8 (attached)

Personal

- Full Driving Licence
- Keen Chef
- Active Sportsman, member of;
 - Avoca Hockey Club
 - Wicklow County Lawns Tennis Club
 - Grange Castle Golf Club
 - Ben Dunne Gym, Cherrywood
- Interest in Travel - I've travelled extensively in Australia, Europe and the US.