**THOMAS CONDON**

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**Education**

* University College Dublin - Law (BCL European) Class of 2015 - 2.1 honours degree

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| * + Year 1 - GPA 3.40
 | * + Year 2 - GPA 3.40
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| * + Year 3 - ERASMUS Exchange, University of Vienna 2013-2014
 | * + Year 4 - GPA 3.40
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* The Institute of Education - Leaving Certificate Class of 2011
	+ Awarded 485 Points in the Leaving Certificate, including an A1 in English at higher level

**Work Experience**

**Specialist Legal Professional,** **Baker & McKenzie — July 2018 - Present**

**Legal Professional, Baker & McKenzie — December 2015 - July 2018**

I was selected for the specialised 'Transaction Support Group' at Baker McKenzie for showing aptitude and subsequently promoted to the rank of specialist, one of only 3 in a group of 60. This role has developed in me a very keen commercial focus and business acumen, as I have worked with global clients in respect of high value transactions.

* Assisting with various components of M&A, investment and joint venture transactions, such as: preparation of board minutes; companies house forms; steps lists; carrying out due diligence (including contract reviews and summaries, and review of corporate books and filings). These transactions involve liaising with lawyers and companies across many jurisdictions.
* Conducting legal research in the context of transactions and selected (on recommendation of current manager) to carry out research for Baker McKenzie’s General Counsel. Research projects have included review and analysis of the method in which data privacy legislation is applied on a global scale.
* Managing multi-jurisdictional surveys, including drafting instruction emails to relevant local counsel, editing/refining responses and presenting results to clients in a consistent and useful manner.
* Testing and use of software for the provision of legal services, ranging from basic applications such as virtual datarooms and mailmerge, to being a first user within the firm of eBrevia and training others within the firm on new machine learning software and projects.
* Carrying out IP screening, including review of databases.
* Assisting on capital markets transactions. This has involved assisting with the drafting of prospectuses (including MD&As, OFRs, business and industry sections), conducting IPO specific due diligence exercises, note-taking during conference calls, and certain project management functions.
* Leading teams of other Legal Professionals in certain projects, such as redacting confidential client information from discovery documents or conducting documentary due diligence.

**Commercial Property Intern, McDowell Purcell Solicitors (now Fieldfisher) — June - November 2015**

I sat beside and in constant contact with a firm partner and completed a large range of tasks, both administrative and legal. This position significantly enhanced my office administration and legal writing skills.

* Assisted a team of solicitors with both case management and routine document generation through a large caseload, requiring excellent organisational and time management skills.
* Conducted legal research
* Completed and lodged a variety of forms, including licensing and revenue forms.
* Assisted solicitors in carrying out title analysis on properties charged as security over loans.
* Assisted solicitors in drafting legal documents, including assignments, conveyances, leases, declarations, and solicitor undertakings.
* Worked to progress files without direct management.
* Wrote articles on topical property law issues and awareness for the McDowell Purcell monthly client 'EZine'.

**Other Experience**

* Legal Department Intern, Aer Lingus Group — June 2014 - August 2014
* Customer Care Agent, Outsourced Client Solutions — May 2012 - August 2013

**University Extracurricular Activities**

* As part of the UCD Student Legal Service (SLS) I contributed articles and commentary to the SLS Publication entitled the ‘Civic Guide to the Constitution’. This was the first comprehensive layman's guide to the constitution. It was launched in April 2013 by Justice O’Donnell of the Supreme Court. I was also the IT and Technology law editor and writer for the 2015 SLS publication, 'Law in the 21st Century'.
* Ran several free legal information clinics for students, offering them information on their rights, particularly regarding employment, property, and consumer law.
* Judge in the 2014 and 2015 SLS Negotiation Competitions. I judged competitors based on their negotiating style and whether they had effectively secured their 'client's' interests in the final agreement.
* Regularly appeared on-air with the legal affairs radio show ‘The Sutherland Show’, set up and ran by UCD law students.

**Languages, Skills and Interests**

* Good general German language proficiency (B1.1 under the CEF System).
* As a lifelong member of Scouting Ireland, I have served as a volunteer leader for young scouts of all age groups and organised many hikes and other team activities. To this end, I have undertaken several first aid, leadership, and team building courses.
* Regular volunteer with the Law Centre in Belfast, assisting qualified solicitors to provide public callers with legal information on a pro bono basis. I have also appeared in front of a DLA (Disability Living Allowance) benefits appeal tribunal to assist an applicant with advice and representation, as part of the pro bono offering at Baker McKenzie. I have enjoyed the client facing nature of these clinics and hope to continue throughout my career. With Baker McKenzie I was a team lead in a pro bono project in conjunction with FEANTSA in relation to migrant homelessness in Europe. I am currently assisting in an access to justice research project with PILS.
* Played rugby for Malahide RFC and the Donau Pirates RFC. I now play tag rugby and 5-a-side soccer regularly with colleagues and friends. I regularly attend Leinster Rugby matches and support Bohemians football club.
* I have had an interest in computers from a young age and built my own at age fourteen. I also have a very good understanding of both Microsoft Windows and Mac OSX, and all Microsoft Office software.

**References**

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