**Candidate: Tom Callaghan**

**Email Address: callaghan.tpc@gmail.com**

**Contact Number: 00353892372844**

**Education**

**2014- Present**  **Law Society of Ireland**

Final Examinations 1: Exams passed to date: Company Law, Contract Law, Equity and Trusts, Property Law (October 2015); Criminal Law and Tort Law (March 2016); EU Law (October 2016).

**2010-2014** University of Limerick

**Bachelor of Law with Politics and Economics** - 2nd Class Honours

**2007-2010** Sligo Grammar School, The Mall, Sligo

**Leaving Certificate** 480 points

**2004-2007** Garbally College, Ballinasloe, Galway (Left due to closure of boarding house)

**Experience**

**Nov 2016 – Present** Keith Farry, Barrister at Law

 **Legal Researcher/Personal Assistant**

*Keith Farry, Barrister at Law, specialises, primarily, in insolvency, bankruptcy and banking law.*

Duties:

* Conducting legal research, via legal text books, web searches and academic journals.
* Drafting of emails and letters to various clients, solicitors and barristers for and behalf of Mr Farry.
* Drafting and reviewing/proof reading of various briefs.
* Attending court from time to time in an assistant based capacity.

Achievements to date:

* Developing a strong understanding of a number of legal areas, in particular personal insolvency.
* Increased experience in researching skills and subsequently portraying such information in a clear and concise manner.
* Further enhancement of my formal communication skills, in particular email and letter correspondence.

**Feb 2016 - October 2016** Adrian Burke & Associates, 51/52 Fitzwilliam Square, Dublin 2

 **Legal Intern**

*Adrian Burke & Associates (“AB&A”) specialises in corporate, commercial and conveyancing law*.

Duties:

* Liaised with clients on a number of matters, via email, letter and telephone as well as meeting clients and solicitors on a face to face basis.
* Assisted partners and solicitors in drafting of consultancy agreements as well as commercial agency and distribution agreements.
* Prepared letters of advice for clients who are seeking to terminate agency/distribution agreements, all the while becoming familiar with Irish, UK and European commercial law.
* Exposure to the drafting of lease agreements, deeds of assignment, licencing agreements and restaurant licence renewals.
* AB&A have acted as Vendor and Purchaser on a number of commercial conveyances, exposing me to the drafting of contracts for sale, deeds of conveyance and due diligence reports.
* Developed strong understanding & relationship with the Land Registry and the Registry of Deeds office as well as the CRO and as such I have gained experience in the drafting and lodging of a wide variety of legal forms and relevant associated documentation such as board minutes, shareholders resolutions and declarations.
* Worked extensively on a number of company acquisitions, familiarising myself with business transfer agreements/share purchase agreements as well as intercompany reshuffles and shareholders agreements.
* Acted as first point of contact with the direct office phone line, all the while enhancing communication skills and business acumen.

Achievements:

* Further enhancement of my formal communication skills, including email and letter correspondence, telecommunication skills and interpersonal skills.
* Enabled me to put my academic knowledge into practice in a commercial forum.
* Vast exposure to the drafting and mark up processes involved in the various forms of contracts/agreements which I was exposed to.
* Familiarised with the procedures of the CRO, Land Registry and Registry of Deeds.

**Apr 2015 – Feb 2016** Tom O Brien, Consulting Engineer Ltd, Abbey Street, Roscommon.

 **Personal Injury assessor, clerical assistant**

*The company specialises in acting as an expert witness in personal injury actions.*

Duties:

* Involved in preliminary stage of the claims process.
* Liaising with various solicitors’ offices in investigating potential personal injury cases.
* Meet with or telephone the client in question to discuss the events of the accident.
* Draft a preliminary report with my conclusions and forward it on to the relevant solicitor.
* Was also involved in a significant amount of map related work which gave me the opportunity to familiarise myself with various online sites including Land Direct and the OSI website.

Achievements:

* Greatly enhanced computer skills, including Microsoft Word and Excel.
* Vast exposure to dealing with various clients from all walks of life.
* Interaction with solicitors via telephone and email on a daily basis.
* Further development of email & verbal communication skills while gaining great experience in report writing.

**May 2012 – Jan 2013** Michael Houlihan and Partners Solicitors, 10 Bindon Street Ennis Co. Clare.

 **Legal Intern (University Co-op placement)**

Duties:

* Preparing briefs.
* Court attendances gaining exposure.
* Reception duties.
* Various office duties including photocopying, binding, legal research, filing.
* Gained exposure to the paralegal work including serving notices, delivering documents for swearing, postal duties.

Achievements:

* Gained excellent exposure to the inner workings of a busy legal firm.
* Got to grips with the professional working environment within a legal firm.
* Developed a strong understanding of the legal industry in a commercial capacity while enabling me to utilise my academic knowledge in a practical way.

**Oct 2013 – Jun 2014** Consultonomics, Georges Quay House, Limerick (Part-time).

 **Direct Sales Executive**

Duties:

* Direct Sales executive calling door to door selling Airtricity packages to domestic market.
* Educating potential customers on the benefits and pricing structure of the product.
* Preforming price reviews and analysis with previous suppliers.
* Building relationships and trust with clients while also gaining referrals and chasing new leads.
* Arranging call back meetings with customers following initial customer contact.

**Additional Achievements & Interests:**

* Head Boy Sligo Grammar School and Boarding House Prefect.
* President Student Council Sligo Grammar School 2010.
* Winning Captain Connacht Schools Rugby Senior Cup.
* Capped at Interprovincial level with Connacht.
* Rugby Academy sports scholarship to the University of Limerick.
* Co-founder of Golden Gate Sessions – Events Company.
* Campaign Manager for the University of Limerick Student President 2009.
* Current senior club captain of my local rugby team.
* Member of the Castlerea Drama Society.
* Member of the Castlerea Golf Club.

**Referees:**

* Jimmy Staunton, Vice Principal, Sligo Grammar School, The Mall Sligo.

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Email: sgs.staunton@gmail.com

* Tom O Brien, Tom O Brien Consulting Engineer, 11 Abbey Street, Roscommon.

Contact Number: 0872532996

Email: tobconeng1@hotmail.com

* Adrian Burke, Adrian Burke & Associates, 51/52 Fitzwilliam Square, Dublin 2

Contact Number: 01 665 0436

Email: aburke@adrianburke.ie

* Keith Farry, Barrister of Law, Law Library Four Courts Dublin 7

Contact Number: 01 817 5995 / 087 792 6529

Email: keith.farry@lawlibrary.ie