

# Joseph Kavanagh | Paralegal / English Tutor

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## Experience

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**Laing O'Rourke – Consultant Assistant Contract Administrator for SEPA** **March 2023 – September 2023**

- Efficient construction contract drafting and administration on large civil infrastructure project.
- Successful subcontractor and consultant procurement & tender management.
- Functional budget analysis, cost forecasting & progress claim analysis.

**Systech International – Paralegal and Administrator** **August 2022 – November 2023**

- Decisively resolving Australian immigration & employment law problems.
- Attentive employment & construction contract drafting & review.
- Intuitive human resourcing; corporate organisation, planning, development & research; executive assistance & administration.

**Keystone Law – Compliance Paralegal (Temporary Contract)** **May 2022 – June 2022**

- Comprehensive investigation and analysis of extensive documentation for professional conduct compliance.

**Waterloo Legal Advice Centre – Pro Bono Legal Advisor** **April 2022 – July 2022**

- Pragmatic interviewing, researching, analysing and reasoning on a diverse range of matters.

**Eversheds Sutherland – Litigation Paralegal (FSDI)** **January 2022 – April 2022**

- Appropriate management of financial services disputes, meeting civil procedure deadlines, efficient communication, organisation and time-keeping.
- Constructing legal analysis for directions, questionnaires, orders, allocation submissions for court.
- Meticulous execution of contentious negotiations and time-sensitive settlements using adaptive legal reasoning and clear communications.

**Eversheds Sutherland – Ukraine Project (Volunteer Advisor)**

- Poignant research and drafting advisory immigration information and correspondence to Ukrainian families and individuals seeking visas and UK immigration schemes while triaging complex cases to immigration lawyers to ensure efficient applications.

**University of Bristol Law Clinic – Student Advisor** **September 2019 – January 2021**

- Efficacious interviewing clients using targeted and conscientious questioning, research, analysis and construction of legal arguments and advice.
- Pertinent drafting of formal correspondence and sound communication with a range of stakeholders.

### Other

- Bartender at Flying Duck Hotel (Prahran, Melbourne) (2023-2024).
- Secondary School: Head Boy, School Council, Sports Clubs (2010-2015).
- University: Mock Trial Finalist; Peer Mentoring; Jiu Jitsu (2017-2020).
- Early Experience: Shadowing Cost Barrister; Legal Assistance to Family Lawyer (2019)
- Latham & Watkins - Virtual Work Experience in White Collar Crime (2021).
- English Teaching Assistance - One month (2021).

## Education

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**TEFL Academy - Level 5 Teaching English as a Foreign Language** **2023 – 2024**

**University of Law — LPC and LLM in Professional Legal Practice — Distinction** **2020 – 2022**

LPC Modules – Advocacy - Pass. Drafting - Pass. Interviewing - Pass. Legal Writing - Pass. Legal Research - Pass. Professional Conduct and Regulation - 83.

Solicitors' Accounts - 93. Wills - 50. Business Law & Practice - 60. Dispute Resolution - 65. Real Estate - 66.

Masters Modules – Immigration Law - 56. Personal Injury & Clinical Negligence - 76. Law and Business - 61. Employment Law - 75. Professional Practice

Research Report (Smart Contracts) - 55.

**University of Bristol — LLB in Law — 2:1** **2017 – 2020**

First Year – Introduction to Law - Pass. Contract - 65. Constitutional Rights - 68. Criminal - 65. Law and State - 55. Tort - 55.

Second Year – IP - 65. Medical - 65. Land - 65. Jurisprudence - 62. EU - 62. Company - 62.

Third Year – Trusts - 58. Law and Government - 65. Environmental - 62. Rich Law Poor Law - 72. Clinical Legal Studies - 68. Final Year Research Project:

Foucault and Modern Law – Biopolitics and the Migrant Body - 68.

**Hutton Grammar CE Sixth Form — A-Level** **2015 – 2017**

Geography - A. Law - B. Maths - B. Physics AS - C.

**Bishop Rawstorne CE Academy — GCSE** **2010 – 2015**

Maths - A. Further Maths - A\*. English Literature - A. English Language - A. Physics - A\*. Biology - A\*. Chemistry - A\*. Geography - A\*. IT - A\*. Spanish - A\*.

RE - A.