

Adam Craig

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Profile

- Demonstrated achiever with good knowledge of all core legal areas, a range of IT and Computer Science skills and a strong understanding of EU Law.
- Skilled at learning new concepts quickly, working well under pressure and communicating ideas clearly, simply and effectively.
- Extensive computer training, including knowledge of multiple networking environments and business software packages.
- Enthusiastic and experienced in overseas travel.
- Achieved a 980 on the IPLS entrance exam.

Education

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| LLB English Law <i>The University of Dundee</i> Graduate Conversion Degree – 2:1 | 2010 |
| BSc Computer Science <i>The University of St Andrews</i> Dissertation “A Module Ontology of the St Andrews Computer Science Curriculum”; graduated with Second Class Honours Degree | 2008 |
| A Levels Computer Science B, Biology B, English Literature B, French C | 2004 |
| GCSEs French A*, English Literature A*, Information Systems A, Mathematics A, English A, History A, Science AA, German A | 2002 |

Professional Experience

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| Volunteer Retail Assistant, Community Charity Company. • Assist in the day to day running of a high street charity retail unit. • Researched black letter law and other published information and advised company on how to apply for a charity tax number. • Highlighted the need for the company to have a memorandum and articles of association before an application for a tax number would be possible. | 2011 |
| ICS Induction Assistant, Information and Communication Services, University of Dundee • Worked during fresher’s week and the following week on a temporary contract, helping new students acclimatize to the University’s on campus computer system. • Dealt with queries and complaints from students of varying age and nationality. • Corrected technical faults on user accounts that did not require dedicated technical staff, such as printing errors, password problems and general start of semester teething problems. • Gained valuable experience in problem solving and dealing with a client’s individual needs. | 2009 |

General Office Experience, John Graham (Dromore) Ltd.

2003

- 1 week of experience in the IT office at GRAHAM in Dromore.
- Worked with various teams throughout the week gaining experience in data logging, web design, stock control and telephone ordering and technical support.
- Gained experience of general office life and professional conduct as well as various different forms of client interaction, whether face-to-face or on the telephone.

Hobbies & Affiliations

- Member - Carrickfergus Charity Co-Action
 - Music
 - Football
 - Reading
 - Travel
 - Cooking
- Please visit www.adamjcraig.co.uk for greater insight

Achievements

- Led and co-ordinated a band to the successful completion of 3 albums as the sole songwriter.
- Gained airplay as far afield as the USA and Australia as well as locally.
- Performed in several countries as part of a group and individually, gaining confidence and valuable experience talking to and interacting with large numbers of people.
- Organised and promoted live music events, negotiating hall rental fees, scheduling bands and DJs, selling tickets and supervising funds.
- Received academic awards for Computer Science.
- Managed and operated a retail unit as key-holder.
- Helped a local charity establish itself by providing legal research and analysis.

References

Academic

Ms. Andrea Ross
School of Law
The University of Dundee
Dundee
Angus
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Employment

Mr. Robert Stewart
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