**Aine Ni Leochain**

**Telephone:** 085 2371596

**E-mail:** ainemnl@yahoo.com

Third-year law undergraduate at the University of Limerick. A pragmatic, driven individual with excellent organisational skills who is seeking legal work experience to assist with her chosen career development.

**EDUCATION**

**University of Limerick 2020-2024**

**LLB**

* Current grade: 1:1
* Recipient of three letters from the College President for outstanding academic performance

**Professional experience**

**AMOSS LLP May 2022 – January 2023**

**Commercial Litigation Intern**

* Independently reviewed the department’s filing system to ensure Covid-19 administrative backlogs were addressed,
* Updated hard copy files in advance of client audits,
* Prepared Briefs for Court Hearings and Settlements,
* Briefed Counsel, Medical Experts, and other Experts,
* Took minutes at Court attendances
* Filed pleadings at the Central Office, Appeal Court, Circuit and District Court Offices
* Drafted client/ interparty correspondence and relevant pleadings,
* Undertook legal research to assist on potential and ongoing matters,
* Composed articles on current developments in the areas of GDPR and Human Rights law
* Drafted advices to General Insurance claims handlers in respect of potential litigation,
* Handled a District Court Personal injuries file, with the assistance of a supervising Solicitor, and
* Conducted open-source social media research on individuals involved in Personal Injuries litigation.

 **O’Leochain & Associates July 2019 – Ongoing**

 **Administrative Assistant**

* Carries out general administrative tasks within the office,
* Regularly reviews and updates client files to ensure they accurately convey the client’s present position,
* Completes Anti Money Laundering forms for new and potential clients,
* Inspects and uploads relevant documents to Receipt Bank

**Supervalu (Athlone) January 2020 – September 2021**

**Deli Assistant**

* Successfully underwent HACCP, Customer Service and Time Management training,
* Oversaw the preparation of over 200 meals daily,
* Reviewed and maintained stock levels within the department, and
* Undertook additional responsibilities for training new starters offering guidance and training in a fast-paced retail environment.

**Top Deck Bistro November 2016 – May 2017**

**Waitress**

* Operated as the first point of contact for customers, assisting and dealing with their queries in an efficient manner, and
* Processed cash and card transactions.

**PERSONAL ACHIEVEMENTS**

|  |  |  |
| --- | --- | --- |
| 2018 | Concern Worldwide | All-Ireland Debating Finalist |
| 2018 | European Languages College | Scholarship Winner ( French) |
| 2018 | Oxford University(Magdalen College) | Invited to interview for their English Literature degree on the basis of my entrance exam results  |
| 2017 | Irish Board of Speech and Drama | First class Honours in Communications |

**REFERENCES: Available on request**