Aisling Neary

aislngneary@yahoo.ie

+353 892257740

I am a final year Business and Law student in UCD. I am an efficient and hardworking student with prior work experience in the legal field. I am an articulate, organised and driven person and my previous work experience has ensured that I am comfortable and proficient at communicating and collaborating with others. I am seeking the opportunity to build on my existing experience and challenge myself in a new environment with a view to pursuing a career in law.

# Work Experience

## Legal Intern

Williams Solicitors LLP

June 2022 – July 2022

* Responsible for various administrative tasks, including the updating of integral client systems and the filing of documents.
* Prepared briefs and drafted letters to clients, solicitors and state bodies.
* Liaised with clients over the phone, through email and in person in a professional and effective manner.
* Individually responsible for making immigration applications to the Department of Justice, including IIP applications on behalf of high net-worth clients.

## Administrative Assistant

Heritage Homecare

September 2021 – January 2022

* Responsible for general administrative tasks which included filing, organising documents, creating excel spreadsheets and preparing information packs.
* Tasked with answering the phone as well as the queries of clients or employees who called or visited the office in an efficient and effective manner.
* Used the software ‘People Planner’ which contained information on the company’s clients and employees to solve some scheduling problems.

## Legal Administrative Assistant

Crean & Company Solicitors

October 2019 - March 2020

* Gained significant experience of the day-to-day working of a solicitor and worked closely with a senior solicitor who focused on probate law.
* My role involved dictaphone typing following up on emails and phone calls, drafting documents, attending to filing tasks and also liaising with clients.
* Became familiar with the various formats of the legal documents involved in probate and was tasked with preparing these documents in their proper form.
* Dealt directly with clients through letters and some involvement in face-to-face meetings and was tasked with communicating efficiently and effectively to ensure client satisfaction.

# Education

## Bachelor of Business and Law

University College Dublin September 2019 to Present

* Currently in 4th year.
* Achieved a 3.7 GPA in 1st year (1st).
* Achieved a 3.47 GPA in 2nd year (2:1).
* Achieved a 3.63 GPA in 3rd year (2:1).
* Completed a semester abroad in Bocconi University, Milan.

## Leaving Certificate

St. Raphaela's Secondary School 2013 to 2019

* Achieved 556 points.
* Obtained a H1 in History, Irish and Spanish.
* Academic achievement awards from 1st - 6th year.

# Key Skills

* Proficient in the drafting of briefs, letters and other legal documents.
* Experienced in the use of various filing software including Keyhouse and People Planner.
* Excellent IT skills which have been utilized and expanded in previous work experience – received an ECDL certificate of competency.
* Strong commercial awareness through participation in relevant college modules and also a personal interest in the world of business and keeping up to date with the financial times and global business news.
* Ability to communicate effectively with peers, superiors and clients in an appropriate and efficient manner whilst also building good working relationships.
* Achieved a bronze Gaisce medal.
* Participated in charity work for the Dublin Simon Community and the DSPCA.

# References

*Available on request*