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Graduate of a BA in Economics, Politics and Law in DCU. Passionate about pursuing a career in law. Gained invaluable experience in customer service, teamwork, organizational skills and work ethic working for my family business, during very busy works seasons, and working in a in two busy law firms. Gained strong communication skills and experience of working well under pressure and applying timely solutions to resolve issues.

## Education & Qualifications

<b>2019 - 2022</b>	Economics, Politics and Law Second Class Honours, 2:1 Modules covered include: Legal Research skills and Methods <b>72%</b> , Climate Change Law <b>67%</b> , The Law of Contract <b>65%</b> , Criminal Law <b>60%</b> , Principles in Equity and Trusts <b>60%</b> , Company Law <b>61%</b> , Law of Torts <b>68%</b> , Advanced Company Law <b>65%</b> , Public Policy <b>65%</b> , European Integration <b>68%</b> , Issues in EU Law <b>61%</b> , Advanced EU Law <b>70%</b> , Public Finance <b>80%</b> , Constitutional Law <b>57%</b> , Political Ideologies <b>65%</b> , Politics of Sub-Saharan Africa <b>66%</b> , Irish Political System <b>65%</b> , Global Political Economy <b>64%</b>	Dublin City University, Glasnevin, Dublin 9
<b>2013 - 2019</b>	Newbridge College CAO Points: 401	Newbridge College, Newbridge, Kildare

## Employment History

<b>November 2023 - Current</b>	<b>Legal Executive, Johnson Hana, Fenian Street, Dublin 2</b> <ul style="list-style-type: none"><li>• Providing support to the team of litigation solicitors.</li><li>• Helping legal departments who are who are experiencing capacity constraints due various reasons on a fixed term basis.</li><li>• Providing support for public liability claims and employer liability.</li><li>• Arranging medicals, briefs, trail prep, witness prep, affidavits of discovery.</li><li>• Writing legal letters and emails to clients regarding case matter.</li></ul>
<b>October 2022 – December 2022</b>	<b>Legal Intern, Coonan Cawley Solicitors, Naas Town Centre, Naas</b> <ul style="list-style-type: none"><li>• Preparing and filing legal documents with courts or other agencies</li><li>• Preparing briefs, motions, petitions, and other legal documents for the court</li><li>• Drafting legal documents such as contracts, wills, and other legal documents</li><li>• Assisting in-house barrister, such as gathering and finalising witness statements and expert reports.</li></ul>

### **Legal Secretary, Donal, Reilly & Collins, Manor St, Dublin 7**

**Summer 2022**

**Summer 2023**

- providing legal administrative support to solicitors, partners;
- preparing documents from precedents and processing completed documents as instructed by fee-earners;
- ensuring records and case management systems are accurate and consistently maintained.
- carrying out legal research

### **Sales Assistant, Grants Uniforms, 7/8 Manor St, Dublin 7**

**Summer 2016**

**– Current**

- Greeting and assisting customers while working in a busy establishment.
- In charge of processing large deliveries of stock and preparing online orders for delivery and reconciliation of inventory.
- Used to working as part of the team of 2-5 to complete tasks while also using initiative to undertake tasks and ensure the smooth running of the store
- Involved with the training and delegating of work to staff.

### **Interests & Achievements**

- Thoroughly enjoy hockey. Was a starting player of the Senior Cup team from 3<sup>rd</sup> year to 6<sup>th</sup> year. Was a Scoyle's Cup captain in 2015 for the in-school hockey junior cycle tournament.
- A member with Pembroke Wanderers Hockey Club.
- Currently an active senior player with the local GAA club, Twomilehouse GA.
- Am an avid reader.

### **IT Skills**

- Trained in using PracticeEvolve case management system.
- Successfully completed a computer applications course as part of the ECDL programme, which includes Microsoft Word, PowerPoint and Microsoft Excel.

### **Voluntary Work**

- Active member of the re-energised local Green Committee for litter picking around the local area in the beginning of the Covid19 pandemic in 2020. Still heavily involved in seasonal litter pick-ups and general clean ups around the area.
- The Ladies Representative for my local GAA Club's Committee.
- Currently train the U8's and U11's hockey teams for Naas hockey club on Sunday mornings. Timetabled activities for the hour, which included basic skills drills and mini matches. Manage their operation and ensure to keep the children enthusiastic to play as well as motivated to do their best.
- Trained the U14's hockey team on a voluntary basis for Naas Club on Sunday mornings. Timetabled activities for the hour, which included match specific drills and fitness. Managed their operation and arranged matches with local teams, with the help of one colleague.

### **Referees**

Eoin O'Malley

Programme Chair

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