



# THEODORA CIUTA

BACHELOR OF LAWS LL.B.

## CONTACT

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## SUMMARY

Legal professional with a First-Class Honours LL. B and successful completion of FE1 examinations. Proven tenure as a Legal Executive at Tiernan & Co. Solicitors and Paralegal at Cahir O'Higgins & Co. Solicitors, showcasing expertise in personal injury, civil litigation, and criminal defence. Exhibit advanced capabilities in legal research, precise document preparation, and possess bilingual proficiency in English and Romanian. Notable for strong communication and analytical acumen, evidenced by the effective management of diverse caseloads with meticulous oversight and strategic case management. Currently undergoing a traineeship at the European Parliament's Committee on Civil Liberties, Justice, and Home Affairs. Tasked with safeguarding civil liberties and human rights as enshrined in the Charter of Fundamental Rights of the European Union. Committed to continuous professional growth, endeavouring to leverage academic proficiency for a significant contribution to the success of a dynamic legal team.

## EDUCATION

**BACHELOR OF LAWS LL.B**  
TU DUBLIN  
FIRST CLASS HONOURS  
Dublin, Ireland / 2018-2021

**FE1 EXAMINATIONS**  
LAW SOCIETY OF IRELAND  
Dublin, Ireland / 2023

**LEAVING CERTIFICATE**  
ST. LOUIS HIGH SCHOOL  
Dublin, Ireland / 2012 - 2018

## SKILLS / professional

- Criminal Defence
- Personal Injury
- Civil Liberties, Justice & Home Affairs
- International Relations & Diplomacy
- Legal Research
- Legal Writing
- Legal Administration
- Case Management
- Client Counselling
- Trail Preparation
- Courtroom Advocacy
- Client Relations
- Client Advocacy
- Court Filings
- Negotiation
- Problem Solving & Analytical Acumen
- Written & Oral Communication
- Team Collaboration
- Multilateral Collaboration

## WORK EXPERIENCE

### TRAINEESHIP

LIBE COMMISSION / JAN 2024 – PRESENT

### LEGAL EXECUTIVE

TIERNAN & CO. SOLICITORS / APRIL 2022 – NOV 2022

Legal Executive adept in managing a diverse portfolio of personal injury cases. Proficient in conducting comprehensive legal research, drafting legal documentation, and coordinating trial preparations.

- Facilitated the management of a diverse caseload comprising personal injury files, delivering comprehensive legal support and addressing client inquiries. Proficiently escalated urgent matters to the respective solicitor for expedited resolution.
- Orchestrated the comprehensive oversight of the entire life cycle of cases, leveraging adept utilisation of the 'Evolve' case management system to streamline efficient file creation and management, from inception to closure.
- Executed the proficient handling of personal injury cases from PIAB to trial stage, encompassing the meticulous drafting and engrossing of court documents, preparation of PIAB documentation, and orchestration of medical examinations.
- Conducted extensive legal research, and adeptly drafted Motions, Affidavits of Service, Notices for Particulars, and Requests for Discovery, ensuring meticulous adherence to legal standards and precision in documentation.
- Coordinated consultations with witnesses and experts, actively participating in meetings and maintaining detailed notes, thereby fortifying the foundation for case development.
- Delivered general administrative support, encompassing tasks such as photocopying, scanning, filing, and post management, thereby contributing significantly to the operational fluidity of the legal department.
- Compiled exhaustive briefs for counsel and systematically prepared matters for trial, aligning with advice on proofs, demonstrating commitment to precision and completeness in trial preparations.
- Actively participated in trial preparations and attended trials, ensuring the provision of comprehensive documentation and support, thereby facilitating the smooth progression of legal proceedings.
- Maintained precise diary management and meticulous oversight of key dates, ensuring proactive adherence to deadlines and the punctual execution of actions, thereby optimising overall case efficiency.
- Demonstrated communication skills by managing incoming and outgoing calls, promptly responding to emails, and proficiently directing correspondence to the pertinent parties and fee earners.



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## SKILLS / technical

- LexisNexis
- Westlaw
- JustisOne
- BAILLI
- Up In Court (Case Management System)
- Evolve (Case Management System)
- Dictation 80 WPM
- MS Word
- MS Outlook
- MS PowerPoint
- Google Docs
- Google Sheets

## LANGUAGES

### FLUENT

- English
- Romanian

## REFERENCES

### AVAILABLE UPON REQUEST

- Undertook ad-hoc responsibilities as necessitated, showcasing flexibility and adaptability in navigating the dynamic landscape of a fast-paced legal environment.

### PARALEGAL

CAHIR O'HIGGINS & CO. SOLICITORS/ JUNE 2021 – MARCH 2022

Paralegal engaged in comprehensive legal research, synthesising case law, statutes, regulations, and legal precedents to fortify defence strategies. Provided steadfast support to solicitors, adeptly managing criminal defence cases from initiation to resolution.

- Facilitated the management of a diverse caseload comprising criminal defence files, delivering comprehensive legal support. Proficiently escalated urgent matters to the respective solicitor for expedited resolution.
- Fostered open communication with clients, consistently providing updates on case developments and court proceedings. Functioned as the primary liaison, addressing inquiries and maintaining transparent dissemination of information.
- Orchestrated the comprehensive oversight of the entire life cycle of cases, leveraging adept utilisation of the 'Up In Court' case management system to streamline efficient file creation and management, from inception to closure.
- Assisted solicitors and counsel throughout court hearings, trials, and legal proceedings, offering legal support, detailed note-taking and facilitating seamless coordination with court personnel. Exhibited competence in matters pertaining to both District, Circuit Court and High Court proceedings.
- Undertook comprehensive legal research, encompassing the analysis of case law, statutes, regulations, and legal precedents to formulate robust defence strategies.
- Compiled exhaustive briefs for counsel and systematically prepared matters for trial, aligning with advice on proofs and counsel returns demonstrating unwavering commitment to precision and completeness.
- Provided steadfast assistance to pertinent solicitors and fee earners, adeptly managing criminal defence cases from initiation to closure, encompassing the meticulous drafting and engrossing of court documents.
- Delivered general administrative support, encompassing tasks such as photocopying, scanning, filing, and post management, thereby contributing significantly to the operational fluidity of the legal department.
- Coordinated client consultations, orchestrating the systematic collection of pivotal case information and articulating legal procedures and potential outcomes. Ensured clients maintained a comprehensive understanding and active engagement throughout legal proceedings.
- Maintained precise diary management and meticulous oversight of key dates, ensuring proactive adherence to deadlines and the punctual execution of actions, thereby optimising overall case efficiency.

### EXTRA

#### SALES ADVISOR

THE WHITE COMPANY/ FEB 2019 – MAY 2021

#### SALES ADVISOR ADMINISTRATIVE EXECUTIVE

T&C STRUCTURES LTD/ JAN 2018 – JAN 2019