

Órna McLoughlin

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9 Priory Avenue, Blackrock, County Dublin.

PERSONAL PROFILE

I am Law graduate with a first class honours bachelor's degree in Law and French from NUI Galway. I have proven competence in communication, leadership, job prioritising and a distinct confidence in my own abilities. Through my previous experience with the Litigation team in Orpen Franks Solicitors, I have been able to further apply these attributes and acquire a range of skills which include working well under pressure, attention to detail and meeting targets.

RELEVANT EXPERIENCE

July 2022 – Present

Seconded Paralegal to the Residential Tenancies Board

ByrneWallace

Disputes Resolution section of the RTB who work closely Legal Affairs Unit.

- Preparing submissions and evidence for the Board under s.88 of the Residential Tenancies Act.
- Presenting submissions to the Board for approval.
- Scrutinising adjudicator's reports, ensuring compliance with the Residential Tenancies Act.
- Issuing adjudicator's reports to case parties while adhering to the Residential Tenancies Act.

August 2021- March 2022

Legal Intern

Orpen Franks Solicitors, Burlington Road, Dublin 4

I worked closely with fee earners in the litigation and family departments.

- Preparing briefs for High Court hearings, and attending court.
- Drafting various legal documents such as affidavits.
- Covering front desk reception where necessary, taking calls and messages, organising appointments and managing post and couriers.
- Liaising with clients when instructed by fee-earners.
- Scheduling and releasing title deeds.
- Assisting in file opening and closure, while adhering to all Anti Money Laundering guidelines and the firm's risk management guidelines.
- Conducting legal research on assigned cases.

August 2020

Summer Intern, Sheehan & Company Solicitors, Clare Street, Dublin 2

- 6 week summer placement. Filing documents, preparing case summaries, handling files, inputting data into office databases.

EDUCATION

FE-1 Candidate

2022

Grade: I have sat and passed 3 examinations (Criminal, Property and Equity).

Law and French, National University Ireland Galway

2017-2021

Grade: First Class Honours (71%).

Institut d'Études Politiques d'Aix-en-Provence, France

2019-2020

Studied at Sciences Po Aix, a Grande École, one of the top universities in France

Muckross Park College, Donnybrook, Dublin 4

2011-2017

Grade: Achieved 496 points in all honours subjects.

Subjects: English, Irish, French, Maths, Biology, History and Chemistry.

OTHER EXPERIENCE

Sales Assistant, Dunnes Stores Knocknacarra/Westside 2020 - 2021
Replenishing and organising the shop floor and meeting daily targets, operating tills, serving customers, and handling cash. Offered flexible availability to accommodate periods of low-staff availability.

Waiting staff, Mint Events 2018 - 2020
Developed communication and people management skills, worked in a team to deliver excellent, coordinated service.

2016 - 2019

Summer secretarial job in Kilmacud Crokes GAA Club office. Answering phone calls, taking messages and handling correspondence.

Senior coach in Kilmacud Crokes GAA Club children's camps. Co-ordinating and conducting drills and activities, instructing younger coaches, and ensuring the safety and well-being of children.

Refereeing under-age GAA club matches (under eight to under 18s). Providing a safe, respectful and fair environment for minors to enjoy sport in, while ensuring safety and well-being.

ACHIEVEMENTS (ACADEMIC, CHARITABLE AND SPORTING)

- ECDL Certified in Microsoft Office, including Word, PowerPoint and Excel.
- Dublin Intercounty Camogie Player 2013-18.
- Senior Camogie Club Championship Medal 2019.
- Bronze level Gaisce award 2014/15.
- Proficient French speaker.
- Volunteering serving food in the Capuchin Day Centre.
- Blood Donor.
- Campaigner for the Yes Vote in the Same Sex Marriage Referendum.

INTERESTS

- **Reading:** with a particular interest in historical fiction.
- **Camogie:** I play at a Senior Division One level with Kilmacud Crokes GAA Club, and previously at an intercounty level.

REFERENCES

Peter Walsh, Managing Partner, Orpen Franks Solicitors.

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David Colbert, Managing Partner, Sheehan and Co Solicitors

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