

Abigail O'Reilly

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Education**University College Cork****LLM (Business Law)**

September 2020 - September 2021

Overall Exam Results: 2.1

University College Cork**BCL (Law)**

September 2017 - May 2020

Final Year Exam Results: 2.1

Ashton School, Cork

September 2011 - June 2017

Leaving Certificate Results: 452 points

Employment History**Kennedys Law - Sir John Rogerson's Quay, Grand Canal Dock****Litigation Assistant (Internal Promotion)**

January 2024 – Present

- Promoted to the insurance aviation team, managing case files and ensuring compliance with firm standards.
- Enhanced organizational skills through accurate documentation and record-keeping for litigation processes.
- Developed time management by updating court date timetables, keeping the team informed.
- Improved communication skills by preparing task lists and master timetables for team meetings.
- Compiled court books for counsel, demonstrating attention to detail and understanding of case requirements.
- Managed multiple platforms for document submissions, showcasing adaptability to new technologies.
- Enhanced drafting skills by creating template letters and cover emails

Legal Administrator

March 2023 - January 2024

- Provided secretarial support to fee earners, enhancing office efficiency through effective time management.
 - Managed electronic filing systems and collated case briefs, ensuring compliance and improving attention to detail.
 - Handled file closure and archiving tasks, strengthening workflow management.
 - Built strong relationships with fee earners through consistent communication and reliable support for non-billable tasks.
 - Demonstrated teamwork by collaborating with colleagues to streamline processes.
 - Attained proficiency in MS Office applications, increasing typing speed for timely document preparation.
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KPMG Ireland - 1 Stokes Place. St. Stephen's Green

Data Analyst, Managed Solutions

February 2022 - March 2023

- Contributed to a project with US Bank, reconciling client data files with information from the CDO Suite, enhancing attention to detail and analytical skills.
- Improved communication and teamwork by collaborating with various US Bank functions, including Loan Admin and Deal Admin, to resolve data discrepancies.
- Ensured compliance by examining Offering Circular documents, further refining analytical capabilities.
- Participated in a high-profile data remediation program with AIB, gaining insight into the loan recovery process and analyzing customer security positions.
- Enhanced data extraction skills through the review of credit reports and synthesis of large datasets.
- Produced monthly investor reports and processed feedback efficiently, demonstrating proficiency in Microsoft Excel, Access, and in-house software.

Harry McCullagh Solicitors - Rathmore Lawn, South Douglas Road, Cork

Legal Secretary (Temporary Role)

December 2021 - February 2022

- Developed legal support skills by preparing and filing documents, including contracts and wills, while ensuring attention to detail.
- Improved communication skills through direct client interactions, both in-person and remotely.
- Enhanced time management by organizing meetings, appointments, and maintaining diaries.
- Increased typing speed and accuracy through transcription of interviews and audio dictation.
- Expanded legal knowledge through research and gained technological skills by performing scanning and photocopying tasks.

Eating Disorder Centre - Penrose House, Penrose Quay, Cork

Administrative Officer

September 2021- Dec 2021

Swoon - Oliver Plunkett Street, Cork

Supervisor

November 2019 – June 2021

Interests & Activities

Long-Distance Running: Actively participate in local running events, including half marathons and charity runs, such as the Clontarf Half Marathon & Law Society of Ireland's Calcutta Run.

GAA Football: Recent member of the Portobello Women's GAA Football team.

Hockey: Competed in annual competitions and captained the Senior B team for Ashton School

Charity Work: Organized fundraising events, including a recent brunch for Breast Cancer Ireland, and engaged in community service through volunteering with Youthwork Ireland.

Travel: Enjoy exploring new cultures and experiences; spent a summer working in Vancouver, Canada, and Barcelona, Spain.

References

Available upon request.