**Aileen Fitzmaurice**

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**Education:**

**Law Plus with Economics (LLB) Graduate,** **University of Limerick 2012 – 2016**

*1st Class Honours*

Final Year Project: A group lawyering project, the main focus of which was to give an accessible presentation about succession law to members of the Community Law Programme. Our group received an A1 grade.

**Sichuan University of Chengdu, China; University Immersion Programme July 2016**

I liaised with students and academics from all over the world while participating in courses including, ‘International Perspectives of Medical Law’ and ‘Civil Law Active in Japan’. I also delivered a series of seminars which compared the Irish and Chinese legal systems.

**Castlerea Community School 2008 – 2012**

*Leaving Cert Points Achieved - 500*

**Professional Experience:**

**Paralegal - LK Shields Solicitors, Dublin September 2016 – Present**

* Currently working for the commercial litigation and dispute resolution department.
* Regularly prepare briefs for counsel and experts, within prescribed deadlines.
* Filing legal documents in various court offices and preparing correspondence.
* Legal drafting including affidavits, replies to particulars and document scheduling.
* Responsible for conducting various legal research projects.

**Legal Intern – Callan Tansey Solicitors, Sligo June 2016**

* Gained experience in the medical negligence and commercial litigation departments.
* Participated in team meetings, strengthening my professional communication skills.
* Attended client consultations and drafted detailed attendance notes.
* My organisational skills improved as I indexed and archived medical records.
* Assisted solicitors with preparation for High Court proceedings and provided support to the legal team during these proceedings.

**Claims Administrator - Allianz PLC, Dublin August 2014 – January 2015**

* Specifically assigned to the Pet Claims team, although I used my initiative to gain experience with the Personal Injury Claims team as it pertained more to my studies.
* Enhanced my dispute resolution skills through dealing with policyholder queries.
* Made payments to policyholders and delivered spreadsheets based on payment audits to the General Claims Manager on a monthly basis.
* Analysed and provided estimates for personal injury claims, which often required liaising with the in-house solicitors.

**Legal Intern - Mary Mullarkey Solicitors, Co Roscommon January 2014**

* Observed collaborative lawyering negotiations.
* Assisted in the drafting of affidavits.
* Gained clerical and organisational skills through filing and office organisation.

**Other Work Experience:**

**Waitress/Bartender - Schooners Bar & Restaurant Cape Cod, Massachusetts May 2015 – Aug 2015**

* Communicated effectively with a multi-cultural customer base and worked as part of a team, strengthening my ability to co-operate.

**Waitress - The Riverdale Steakhouse, New York June 2013 – Aug 2013**

* Improved my ability to carry out multiple tasks simultaneously, under onerous time constraints.

**Waitress - O’Connor’s Bar and Restaurant, Co Roscommon Nov 2012 – May 2014**

* Responsible for training new staff members on the job, improving my impressive communication skills.

**Achievements:**

* My high academic achievements were recognised by the University of Limerick Presidents’ List for three consecutive semesters 2015 -2016.
* Winner of the UL Law Soc Essay Competition, sponsored by A&L Goodbody 2016.
* Winning team member of the Kate Fleming Mediation Competition 2016.
* Chosen to represent UL at the National Negotiation Competition in May 2016.
* Recipient of the Sichuan University Immersion Programme Scholarship 2016.
* Winning team member of an internal Tort Law moot 2014.
* CCS High Achievement Leaving Certificate Scholarship 2012.
* Leaving Certificate Student of the Year 2012.
* Recipient of the Gaisce Presidents Award 2011.
* CCS Basketball Player of the Year 2011.

**Skills:**

* IT Skills: Proficient use of Microsoft Office. Competent in i90 software, Citrix, Partner, Oracle, eDocs, Lotus Notes, and PDF Docs.
* Legal research skills: Proficient use of legal databases such as WestLaw and Justis.
* Organisational Skills: Assisted in the organising of a ‘Wills Workshop’ for the Limerick Community Law and Mediation Programme, in which my colleagues and I gave informal succession law advice to members of the public.

**Interests:**

* Sport: Member of the CCS Basketball Team (2008 – 2012)

Member of the St Marys GAA ladies football team (2008 – 2014)

* Volunteering: Access Outreach Study Club aims to help students from disadvantaged socio-economic backgrounds gain access to third level education. (2015 – 2016)

Mayo/Roscommon Hospice (2011 – 2013)

***References available on request***