

## **Aimée Ní Ghallchóir**

Crumlin, Silverstream, Co. Monaghan.

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### **Summary**

Recently-graduated law student eager to advance acquired skills and deepen knowledge of the commercial law sphere. I am an enthusiastic, gregarious and hardworking individual with experience working as a paralegal and legal intern. Currently undertaking FE-1 exams with the expectation of completion by April 2021.

### **Education**

2008 – 2014: Coláiste Oiriail, Monaghan.

Leaving Certificate: Completed through the medium of Irish – 545 points.

2014 – 2015: Maynooth University.

Law, Business, French – 2:1.

2015 – 2019: Trinity College, Dublin.

LLB: 2.1

Dissertation: Constitutional Changes and Amendments.

### **Legal/Office Skills**

- Microsoft Office proficiency.
- Drafting legal documents.
- Strong research skills.
- Database management Evolve.
- Preparing bibles.

### **Soft Skills**

- Good team player.
- Dependable/Adaptable.
- Effective communication skills.
- Organised.
- Open minded.

### **Legal/Office Experience**

June 2015 – August 2019: Barry Healy & Company, Solicitors – **Legal Secretary/Paralegal**

- I worked in both the Dublin and Monaghan offices for this firm every summer throughout my time in university.
- The firm is a small, general practice dealing with a range of areas including personal injury, medical negligence, family law conveyancing, commercial affairs and litigation proceedings.
- Prepared land registry documents including scheduling folios and drafting contracts for sale.
- Drafted legal documents such as entering motions and appearances for litigation proceedings.
- Corresponded with barristers, clients and members of the public.
- Attended court hearings, meetings with clients and settlement talks.
- Prepared bibles for court.
- Dictation typing.

July 2018 – August 2018: William Fry, Solicitors – **Legal Intern**

- Sorted and distributed business correspondence to correct department or staff member.
- Documented and shared weekly meeting minutes.
- Created professional memoranda, letters and marketing copy.

- Compiling invoices and tax returns on Microsoft Excel.
- I did a research project on the European Commission's proposals for a Common Consolidated Corporate Tax Base (CCCTB) and presented it to the entire Tax Department.
- Attended lunch time talks from every department in the firm to gain further insight into the work they do daily.

June 2017 – September 2017: Houses of the Oireachtas – **Parliamentary Assistant to Senator.**

- Diary management - booking meetings with interest groups, logging parliamentary and committee meetings.
- General secretarial duties: scanning, photocopying, filing.
- Answering phone calls from individual constituents and interest groups and effectively addressing issues with sensitivity and confidentiality.
- Drafted text for contributions for debates in the Senate.
- Researched and assisted with the preparation of draft Bills.

**Other Experience**

I maintained a part time job throughout my years at university. I have bartended in Flannery's Bar, Camden St and in the Porterhouse Central, Nassau St. I have also waitressed in The Fishshack, Temple Bar and in Rody Bolands in Rathmines. Furthermore, I taught in Coláiste Bhríde, Rann na Feirste, as a student teacher in 2016 and 2017.

**Additional Information**

- TEFL certified (Teaching English as a Foreign Language).
- Student Mentor in the Law Society of Ireland's 'Street Law' programme 2018.
- Award for academic achievement in Business Studies – Maynooth University.
- Entrance Scholar – Maynooth University.
- Member of the Cumann Gaelach in TCD - participated in debating and Radio TCD.
- First Year Student's Union class representative.
- Grade 3 Royal Irish Academy of Music – Piano.
- ECDL Certified.

**References**

Employer: Barry Healy

Email: barry@healylaw.ie

Number: 047 71556

Academic: Dr David Kenny

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