

Alex O’Riordan

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Objective and Profile Summary

I am a final year Law student in Trinity College Dublin. I have experience in the legal sector, both as a legal secretary and as a legal intern in your firm. I am predicted to obtain a grade of 2.1 or higher upon completion of my final examinations in May. I am a hardworking, efficient individual who works well in team-based settings.

My ambition is to be a solicitor, ideally in Litigation and Dispute Resolution, based on my past experience.

Education

2017 – Date: Trinity College Dublin – Bachelor of Laws (LL.B.).
Erasmus Semester in the ESADE Law School, Barcelona.

2010 – 2016: Muckross Park College.
Received 540 points in Leaving Certificate including A1 grades in English and Spanish.

Relevant Experience

August 2020 – Sept 2020: Fieldfisher LLP, The Capel Building, Dublin 7

- Attended the Fieldfisher Summer Internship Programme where I worked under Killian O’Reilly in the Litigation and Dispute Resolution Department and JP McDowell in the Public & Regulatory Department.
- Duties included preparation of court documents and client correspondence, assisting solicitors in researching caselaw and preparation of briefs to counsel. I also supported a solicitor in researching for advices to the Legal Services Regulatory Authority on drafting Regulations.
- Exposure to a variety of practice areas allowed me to build upon my legal, professional and interpersonal skills and gain a broad understanding of how the firm operates. I also gained a new perspective in dealing with corporate clients.

October 2016 – January 2018: Coleman Legal Partners, 84 Talbot St, Dublin, D01 YX60

- Full-time legal secretary to two Senior Associates in a firm of litigation solicitors. Primary dealings were personal injury cases, defamation, probate and employment law.
- Duties included case file management (using Keyhouse software), client management, calendar management, dictations, taking of minutes in meetings, drafting of court documents including, *inter alia*, Statements of Claim, Appearances, Notices for Particulars.
- I attended client meetings, dealt with barristers and attended hearings in the High Court. I gained excellent experience with case management software. This position greatly improved my organisational, ICT and time management skills. Most importantly, this experience confirmed that law was the career I wished to pursue.

May 2014: Byrne Wallace, 88 Harcourt Street, Dublin, D02 DK18

- Completed a week work experience in Byrne Wallace as part of my Transition Year Programme.
- Introduced to life in a solicitor’s firm and spent each day shadowing a solicitor in various departments.

Other Experience

October 2020 – Present: The Eliz, Philosophical Society, Trinity College Dublin.

- Committee member of the Eliz, a subcommittee of the Philosophical Society focussed on debating women's issues and encouraging women's voices.

November 2017 – Present: P.Mac's Dundrum, Dundrum Town Centre, D16 RT26

- Bartender and supervisor working approximately 35 hours per week.
- Supervisory role includes managing discipline of staff and handling customer complaints and queries.
- Received certification in manual handling, first aid and fire safety.

June 2018 – August 2018: YUM Ice Cream, 4150 Main St, Vancouver, BC V5V 3P7, Canada

- Supervisory role where work included assisting customers, floating of till, making roster and overseeing junior staff.

Interests and Achievements

- Avid runner, achieving several medals at Leinster in school.
- Qualified lifeguard with certificates in CPR and First Aid.
- Completed child protection training with Trinity Vincent DePaul society in order to volunteer in activities such as homework and sports clubs in disadvantaged city centre primary schools.
- Former member of RTÉ national children's choir, Cór na nÓg (2010 – 2014). Performed multiple times in the National Concert Hall, 3 Arena, National Gallery, and on the Late Late Show.