**ALYONA BALAKA**

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* Excellent ability to work under pressure and facing deadlines, from previous work experience
* Enjoy working in a team as well as independently
* Fluent Russian written and spoken

**EDUCATION**

**2018 – 2019 LLM Law (General)**

 **University of Limerick**

Modules include: Law of the European Convention of Human Rights, Penology & Victimology, Criminal Justice Process in Sentencing, Youth Crime, International Criminal Law, Policing and Human Rights

**2014 – 2018** **LLB Law Plus (Second Class Honours grade achieved)**

 **University of Limerick**

Modules include: Criminal Law, Constitutional Law, Tort Law, Company Law, Contract Law, Law of the European Union, Land Law, Law of Equity and Trusts, Employment Law, Commercial Law, Media Law, Family Law, Jurisprudence, Administrative Law, Law of Evidence, Medical Law, Intellectual Property Law, German Language, New Media and Cultural Studies

Projects: Completed a number of group and individual projects each year, including presentations and moot courts

Final Year Project: “Alternative Compensation Systems in Tort Law. Should a No-Fault System be Implemented in Ireland in relation to Road Traffic Accidents?”

**2014 Leaving Certificate**

 **Borrisokane Community College**

Subjects: Honours English, Russian, German, Geography, Business, Mathematics

**RELEVANT WORK EXPERIENCE**

**10/2018 – present** ***Legal Assistant*** ***(Part Time)***

 **Houlihan Solicitors, Charlottes Quay, Limerick**

* Preparing Court documents for Junior and Senior Counsel
* Updating clients on the status of their case and seeking relevant documents/information from them
* Updating spreadsheets for accounts
* Securing all invoices filed in the system for accounts to post thereafter
* Etc.

**05/2016 – 06/2017** ***Legal Assistant***

 **Houlihan Solicitors, Ducart Suite, Castletroy, Limerick**

* Scanning and labelling the entire post each day and filing same in a complex system
* Organising medical appointments for clients and confirming their attendance
* Dealing with insurance companies and seeking nominations in Circuit Court and High Court Personal Injuries cases
* Responsible for completing tasks essential in the issuing of High Court and Circuit Court Personal Injury Summonses
* Obtaining medical records from hospitals and doctors and ensuring that they are thoroughly inspected, labelled and scanned to the system
* Assisting in the completion of Form A applications to the Injuries Board
* Taking calls from clients in relation to queries on the status of their cases
* Preparing Court documents for Junior and Senior Counsel
* Researching necessary legislation
* Etc.

**OTHER WORK EXPERIENCE**

**06/2017 – 10/2018 *Manager (Part Time)***

**Helens Pet Grooming, Nenagh**

* Providing customer service in a highly professional manner
* Managing appointments and payments

**09/2014 – 06/2015 *Waitress/Manager***

 **Gourmet Gallery Restaurant, Cloughjordan**

* Dealt in a polite and professional manner with any customer complains

**IT SKILLS**

* High level of proficiency in Legal Evolve, Microsoft Office

**INTERESTS & ACHIEVEMENTS**

* Native Russian and Ukrainian speaker
* Fluent German
* Won two language competition (German and French) during secondary school
* Other hobbies include photography, horse riding and tennis

**REFEREES**

* Available on request