

Amelia Keating

Beaumont Woods, Beaumont, Dublin 9

ameliakeating0@gmail.com

083 0147006

An ambitious, enthusiastic and committed LLB, MA and BA graduate with all eight FE-1s completed and experience working in Debt Recovery in ByrneWallace and in Defence Litigation as a Legal Executive in Kennedys' Dublin office who have one of the largest dedicated insurance practices in Ireland. I possess a genuine interest and understanding of a wide range of practice areas including civil litigation, healthcare, medical negligence and debt recovery. I also have valuable experience in personal injuries claims having worked for a top healthcare and liability team in a Dublin law firm.

EDUCATION

Professional

Law Society of Ireland, Certificate in Climate Change and Environmental Law **2021 - 2021**

Professional

Law Society of Ireland, Certificate in Arts, Media & Entertainment Law **2019 – 2019**

FE-1 Examinations

Law Society of Ireland, Attained all eight FE-1s. **2018 - 2019**

Postgraduate

University of Limerick, (LLB) Bachelor of Laws (2.1) **2015 – 2017**

Masters

University of Limerick, Masters in International Relations (2.1) **2012 – 2014**

Undergraduate

University of Limerick, BA in English and History (2.2) **2007 – 2011**

Secondary School

Castletroy College, Limerick **2001 – 2007**

EMPLOYMENT HISTORY

ByrneWallace, Dublin	Paralegal	February 2020 – July 2020
Kennedys, Dublin	Legal Executive	April 2018 – February 2019
Shaws, Limerick	Cashier	June 2016 – September 2016
ZARA Ireland, Limerick	Sales Assistant	Sept 2015 – January 2016
Chitiz Pathak LLP, Toronto	Legal Assistant	June 2014 – June 2015
ZARA Ireland, Limerick	Sales Assistant	June 2011 – May 2014

LEGAL EXPERIENCE

ByrneWallace Paralegal – Litigation

ByrneWallace is one of Ireland's largest law firms. The firm acts for several of Ireland's largest employers, with a particular focus on the public sector. ByrneWallace conducts business locally, regionally and on a national and an international basis with links to firms across Europe, the USA and Australasia.

Principal Responsibilities

- Liaising with the client's or third-party Solicitors in relation to queries.
- Carrying out legal research on cases as assigned.
- Drafting legal documents and issuing proceedings.
- Liaise with clients as required by the supervising Solicitor.
- Attending court as required.
- Drafting and issuing demand letters.
- Serving documents by registered post, certified post and instructing summons server.
- Managing a large caseload with pre-set guidelines from the beginning to the closing stages of the process.
- Issuing proceedings in the courts and processing cases to Judgment and throughout all of the enforcement stages.
- Entering into repayment negotiation with Debtors and evaluating appropriate payment proposals on the advice of the client.

Kennedys

Legal Executive – Litigation

Kennedys is a specialist national and international law firm with expertise in litigation and dispute resolution. Kennedys' Dublin office specialist legal services span the insurance and reinsurance, healthcare, personal injury and commercial dispute sectors. It has one of largest dedicated insurance practices in Ireland providing expert coverage and claims defence services to both international and domestic insurers and their insureds.

Principal Responsibilities

- Acting on behalf of both international and domestic insurers and their insureds, in particular in relation to professional liability, public and employers' liability and motor and fraud.
- Handling a demanding caseload with a focus on a mix of professional indemnity and general coverage cases.
- Assisting senior partners in defending clinical negligence claims in the healthcare and liability department including having assisted on recent high-profile medical negligence cases.
- Acting on behalf of private and public sector hospitals, healthcare professionals and their insurers on clinical and health law issues.
- Assisting with the management of medico-legal matters for hospitals, clinics, doctors, insurers, reinsurers and medical defence organisations.
- Being a first point of contact in developing and maintaining close relations with insurer clients and their insureds.
- Conducting research in the areas of litigation for healthcare professionals, medical malpractice claims and employers' liability.
- Court attendances and attending counsel, in particular attending motions.
- Attending court to stamp and file court documents.
- Preparing court documents and dealing with all aspects of the litigation process.
- Preparing briefs.
- Preparing documents to defend applications made through the Personal Injuries Assessment Board.

Chitiz Pathak LLP

Legal Assistant – Litigation, Family, Intellectual Property

Chitiz Pathak LLP is a business-focussed law firm providing core services in the areas of business law, corporate finance, litigation, technology, intellectual property, media, family and estates.

Principal Responsibilities

- Assisting fee earners in progression of litigation proceedings at various levels of the Canadian courts.
- Handling confidential information in line with the firm's data security protocols.
- Responding to client's specific requests for information on services and inform clients about available services.
- Assisting fee earners with the preparation and issuing of client focused advices.
- Performing legal research and preparing detailed memos of advices to be issued internally or externally to clients.

SKILLS

- Confident communicator with an ability to develop relationships and an ability to deal confidently and professionally with clients on day to day issues
- High proficiency in Microsoft Excel, PowerPoint, Word, Westlaw and LexisNexis through in-house training with Kennedys and the University of Limerick.
- Experience and knowledge of working on all the database systems in Kennedys such as K2, Elite, iManage and Filesite.
- Excellent organisational and time management skills with ability to prioritise and execute tasks in a high-pressured environment.
- Strong research, analysis, interpretation and written skills due to work experience to date.

REFERENCES AVAILABLE ON REQUEST