

CURRICULUM VITAE

Details of:

Amy Grant

Address: 6 Alandale Hall, Courtbrack Avenue, South Circular Road,
Limerick

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Experience:

Legal Assistant- Holmes O'Malley Sexton Solicitors

Debt Collection Department

March 2016-May 2016

- Issued claims notices, civil bills and affidavits of debt on the request of the client to their debtors.
- Arranged for service legal documents.

Plaintiff Litigation Department

May 2016- Present

- Working generally with personal injury, medical negligence and defective product claims.
- Legal cost accounting
- Communicating with and meeting clients
- Preparation of briefs, drafting letters, replies to particulars, affidavits, case summary sheets, injuries board applications and other legal documents
- Serving subeonas and contacting witnesses
- Liasing with experts and barristers
- Attending at High Court, settlement talks and engineering inspections
- Helping to train in new employees
- Having affidavits sworn
- Contributing to the smooth running of a fast passed department by aiding the solicitors in any tasks they needed completed.
- Aided at company events such as Great Limerick Run Expo and in the set up for award presentations and HOMS events.
- Member of the HOMS social and charitable events organisation committee
- Represented HOMS in the Tipperary Rose of Tralee selection

Strategic Director- NUIG Law Society

September 2015-May 2016

- Externally oversee all the goings on of the society and aiding in the smooth running of the society by providing my experience when necessary
- Organised the DPP to attend NUIG as a guest speaker
- Give advice to the new committee
- Oversaw drafting and execution of sponsorship proposals

Legal Assistant- Berwick Solicitors

January 2015-May 2015

- Carried out legal research for the partners and solicitors
- Prepared briefs and legal documents
- Operated case management systems
- Operated reception, answered phone calls, replied to and directed email correspondence
- Aided solicitors and attended court/hearings

Retail Assistant-O'Sullivan's Pharmacy

April 2009- June 2016

- Given huge responsibility within this role
- Selling and advising on over the counter medications, cosmetics and veterinary products
- Aiding in the dispensary and handling prescriptions
- Stocktaking, ordering of products and responsibility for maintaining sufficient levels of stock
- Taking passport pictures, changing watch batteries and straps, photocopying and operating cash registers
- Helping with the social media of the pharmacy
- General customer service

Auditor (President)- NUIG Law Society

2014-2015

- Managed the society's annual charity event "Suit up day" where we raised funds for Cancer Care West
- Co-ordinated with the treasurer to manage finances of the society and gain sponsorships
- Helped to organise and oversaw the smooth running of the annual Law Ball
- Insured everyone knew meeting times and locations, managed society events, attracted new members and day to day running of the society
- Arranged guest speakers to attend the college
- Handled all the social media of the society and replied to all correspondence

Free Legal Advice Centre- Member Liasion Officer

2014-2015

- Aided in contacting solicitors to participate in advice clinics
- Kept volunteers and general public updated with all the happenings of the society
- Sent weekly emails, texts and made posters to advertise societies events and clinics

NUIG Law Society- Treasurer/Vice Auditor (Vice-President)

2013-2014

- Personally awarded President Michael D Higgins with honorary life membership to the NUIG Law Society

- Secured various sponsorship towards the society's annual outgoings
- Declared income and expenditure online, set budgets and kept accounts
- Managed all financial transactions of the society
- Helped organise the annual ball
- Organised "Suit up day" charity event in aid of UHG Children's Ward
- Promoted to Vice-Auditor of the society in the second half of the year

I also worked in Cape Cod, America for the summer of 2013 working in both Tommy Doyles Irish Restaurant and Wet Seal retail store.

Education

-LLB

NUI Galway

2014-2015

Graduated with a 2:1 degree

-Batchelor of Corporate Law

NUI Galway

2011-2014

Graduated with a 2:2 degree

-Leaving Certificate

Presentation Secondary School, Thurles, County Tipperary

415 points

Key Achievements

- Leaving certificate "Nano Nagle Student of the Year" award winner
- 6th Year prefect and student council chairperson
- Debs committee chairperson
- School debating team member
- ALIVE Vounteering award from NUIG
- Full driving licence
- All Ireland Champion dancer
- Tipperary Rose of Tralee participant 2017

I have currently successfully completed six FE1 exams. Tort, Company, Property, EU, Equity, and Criminal. I sat my final two exams in the October 2017 sitting and am currently awaiting results.

References available on request