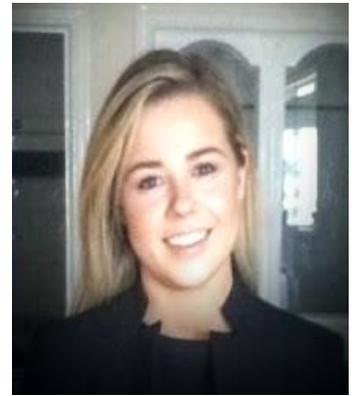


Curriculum Vitae

Anna Dwane

Farrahy
Kildorrery
Co. Cork

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Student code: 13136593



Law Student with wide ranging skills gained during work experience with two busy general practice law firms and capable of making a significant contribution to a progressive law firm.

Current Education

2013 – to date: University of Limerick

Course: Law Plus

QCA: 2.88

Year	Period	Module code	Module name	Grade
2013/4	SEM1	LA4011	INTRODUCTION TO LAWYERING	A2
2013/4	SEM1	LA4035	LABOUR LAW	B3
2013/4	SEM1	LA4111	CONTRACT LAW 1	B3
2013/4	SEM1	LA4211	CRIMINAL LAW 1	B3
2013/4	SEM1	PS4031	PSYCHOLOGY AND EVERYDAY LIFE	B3
2013/4	SEM2	LA4042	ADMINISTRATIVE LAW	C1
2013/4	SEM2	LA4052	INTRODUCTION TO LAWYERING 2	B3
2013/4	SEM2	LA4122	CONTRACTLAW 2	B3
2013/4	SEM2	LA4222	CRIMINAL LAW 2	B2
2013/4	SEM2	PS4032	PSYCHOLOGY AND SOCIAL ISSUES	C2

Employment:

Dunne Solicitors, Kildorrery, Co. Cork:

June 2014 - present

Responsibilities:

- Filing copy correspondence, incoming correspondence and legal documents
- Typing correspondence and legal documents
- Proof reading and editing legal documents such as leases and termination agreements.
- Progressing files by making calls to bank, GP's, clients and other solicitors offices.
- Preparing court briefs.

Jacquelyn E. Dunne is my aunt and has run her own busy law firm since May 2013. Jacquelyn runs a general practice and specialises in conveyancing, family, civil litigation and personal injury claims. I have been lucky enough to have had one on one training from Jacquelyn including attending court with her.

She has given me training in the basics such as opening a new file ensuring clients details and proof of identity is clearly exhibited on the file and taking proper and detailed attendance notes raising proper and full pre-contract enquiries in a property purchase file and ensuring litigation files are progressed by sometimes having to serve Notice of Motions on the other side.

During my time there, I was partly responsible for ensuring that correspondence was filed correctly and had to ensure that pleadings were held neatly together and in order, separate from the other documents on the file.

I sat in on a consultation with Jacquelyn, a barrister and the client and took detailed notes during the attendance. The attendance was regarding a circuit court civil litigation case and the consultation was to discuss a quantum and decide whether the case should be moved to the High Court. From this attendance I learned what the risks are in transferring a case to the High Court, the issue of costs and the requirement to have senior counsel.

I was asked on a number of occasions to proof read legal documents such as long term commercial leases and Injury Board Form A's.

I was also asked to progress files by making calls to bank, GP's and other solicitors offices.

I had to, on a number of occasions prepare briefs for barristers and book of pleadings for court.

My time at Dunne Solicitors taught me that law is my passion and most definitely my future career.

Bank of Ireland, Cork Airport:

June 2016 – September 2016

Responsibilities:

- Cashier
- Customer Service

During my time in the Bank of Ireland, Cork airport, my foremost responsibility was a cashier. I also worked briefly in the customer service section. When my term was up at the branch, I was asked by the manager if I would help out in the University of Limerick Branch for orientation week and I gladly obliged.

**Cork City Council, Cork City:
June 2015 – January 2016 – Co-Operative Education**

Responsibilities:

- Cashier at Cash Desk
- Typing correspondence
- Answering calls made by general public and internal staff

I worked within two sections of the Finance Department of Cork City Council; the Cash Office and the House Loan Collection Section. In the Cash Office I acted as a cashier collecting rent money, rates and debts due to the City Council. This involved dealing with customers. Sometimes these customers could be irate and unhappy with the rates imposed. I learned during my time there how to deal properly with irate and unhappy clients.

I also completed the morning and end of day procedures. This act was one which was normally reserved for supervisors. However, after a few weeks in the City Council, I was trusted with this responsibility

When working in the House Loan Collection section my main responsibilities were filing copy correspondence and typing correspondence. I would progress files by calling account holders chasing up payments and sending letters as requested to account holders. I would prepare files for external and internal audits, as well preparing files for repossessions.

If I completed my days' work early in either section, I would then offer my services to other departments such as the Housing Department, General Debtors Department, NPPR Section and Accounts Payable Department. This experience has made me very aware of the onerous responsibility on solicitors regarding the discharge of NPPR and rates in the sale of properties.

**O'Sullivan's Centra, Kildorrery, Co. Cork:
June 2012 – June 2015 – Part Time Work**

Responsibilities:

- Cash Register
- Deli counter

**Molan Solicitors, Mitchelstown, Co. Cork:
February 2012**

Responsibilities:

- Filing copy correspondence, incoming correspondence and legal documents
 - Typing correspondence and legal documents
Progressing files by making calls to clients and other solicitors offices.
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Skills:

- Organisational skills
 - Communication skills
 - Word document
 - Excel
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Interests & Volunteering:

- Horse-riding - I am an avid horse rider since a young age. I have my own horse and I participate in many competitions, including hunts, cross country and show jumping competitions.
 - Childline – during my time in secondary school I was involved in various fundraising initiatives that I thoroughly enjoyed and continued to do some extra fundraising for Childline outside of school hours.
 - Suicide Aware – involved in raising funds in my local village for this worthy cause.
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Additional Information:

- Full driver's License
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References and any other information available upon request