

Annemarie Shea
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Education

GDL, BPP University (London) 2017-2018
Land Law module only

LLM, London School of Economics 2016-2017
High Merit

BCL International (Law Degree): University College Cork, Ireland 2011-2015
2:1 Second-class Honours, upper division (68.1%)
Highly commended by the International ‘Undergraduate Awards’
Elected Clinics Officer, Vice Auditor and Auditor of Free Legal Aid Clinic

Harvard University Summer 2014
Selected to complete course in International Law
GPA: 4.0/4.0

University of California, Berkeley 2013 – 2014
Full academic scholarship
GPA 3.1/4.0
U.N Association at Berkeley & East Bay Chapter: Elected chair of advocacy committee

Work Experience

Simmons & Simmons LLP: Litigation Paralegal April – July 2018

- Assisting with document review at various stages of cases, including for disclosure: Relativity trained.
- Preparation of court bundles, exhibits and other legal documents.
- Drafting correspondence to clients, court, experts, opponents.
- Proofreading and updating documents.
- Electronic filing and court runs. Serving documents.
- Legal research.
- Assisting with various marketing initiatives.

DWF LLP: Litigation Paralegal August 2017 – February 2018

- Document disclosure reviews.
- Preparation of bundles and materials to assist Court hearings.
- Assisting with preparation of precedents, evidence and exhibits.
- Proofreading and updating documents.
- Drafting correspondence to clients, court, experts, opponents.
- Obtaining witness statements.
- Monitoring litigation and relevant legal developments.
- Engaging in business development.
- Attending court.

The Guardian UK, Legal Editorial Department: Legal Intern February - March 2017

- Assisting with pre-publication review.
- Reviewing legal complaints and procedures.
- Data Protection.

Holmes O’Malley Sexton Solicitors: Litigation Paralegal June – September 2016

- File opening and closing, preparing retainer letters and conflict checks, dealing with AML/Compliance issues and queries, ensuring full AML documents are on file.
- Created and issued bill of costs.
- Created content for website.

Harvard University: Information and Technical Services Department May – September 2014

- Facilitated the integration of new types of data description into the traditional technical services workflow.

KOD/Lyons Solicitors: Legal Intern

May – June 2013

- Performed legal research and organized files, documents and exhibits.
- Filed documents with the courts.
- Transcribing audio dictations on Big Hand, typing up letters, memos and reports and preparing signed letters for sending.

Delta Sports Dome: Business Administrator/Receptionist

2011-2013

- Managed all forms of correspondence and updated client records.
- Supervised and coordinated staff responsibilities.

GreenMount Park Racecourse: Business Administrator/Receptionist

2010-2013

- Maintained the companies' database of corporate clients.
- Scheduled meetings, created agendas, prepared reports and took minutes for senior management.

Sweeney McGann Solicitors: Legal Intern

May 2009

- Assisted at hearings, arbitrations, mediations, administrative proceedings, closings and trials.

Irish Water Safety: Qualified Lifeguard and Swim Teacher

2007-2012

- Teaching basic life support to persons of all ages and abilities in Irish and English.
- Child Protection in Sport Certification. Defibrillator Qualified.

Legal Publications and Selected Academic Presentations

- 'Mistaken Eyewitness Identification and Wrongful Convictions in the United States' – Cork Online Law Review.
- 'The International Cycling Union's War on Drugs – Legal concerns with cycling's biological passport' – Trinity College Dublin Postgraduate Review.
- Kings College London, '10th Annual Graduate Legal Research Conference' (2016)
- Trinity College Dublin, 'Law Colloquium' (2016)
- NUI Galway, Irish Society of Comparative Law and Centre for Human Rights Conference (2016)