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## **PROFILE**

I graduated from Maynooth University in 2019 with a 2:1 Bachelor of Civil Law and Economics degree. I took part in a year-long placement programme as a legal intern in 2017, gaining invaluable experience working in different departments within a solicitor's firm. Since graduating from University, I returned to work as a member of the conveyancing team developing an ability to work in a high pressured environment and dealing with an increased level of responsibility including interacting daily with clients, supervising legal interns, handling client meetings, creating and implementing minor office policies and independently managing certain case files.

## **CAREER HISTORY**

### **Legal Executive | Griffin Solicitors**

**September 2017 to Present**

- Working with the conveyancing team on residential and commercial conveyances, providing secretarial and paralegal support to a team of solicitors.
- Communicating with clients, other party solicitors and other interested third parties.
- Drafting legal documents such as contracts, deeds, and statutory declarations.
- Coordinating and preparing books of papers.
- Preparing Stamp Duty Returns and drafting applications for registrations.
- Recently involved in largescale commercial re-mortgage of fifty-two properties to the value of €23 million.
- Creating and registering Enduring Power of Attorneys, drafting Wills and notarising documents.
- Involved in several personal injury cases during my intern year.
- Responsible for coordinating and arranging meetings and managing the diary schedule.
- Maintaining accurate case records, filing, and carrying out general administrative responsibilities such as photocopying, scanning and faxing documents.
- Acquired an excellent knowledge of case management system – Cortbase.

### **Legal Assistant | David Humphries BL.**

**2014 & 2015**

- Attending Court and a variety of appointments with Mr Humphries.
- Meeting and greeting clients, liaising with solicitors and members of An Garda Síochána for the duration of a hearing.
- Recording notes on proceedings in each case which were a mixture of criminal law, public liability, and medical negligence cases.
- Reviewing disputed evidence such as CCTV footage and witness statements.
- Observing trials in courts of different levels – Clonmel Circuit Court, Central Criminal Court, the High Court and the Supreme Court.
- In November 2014 was given the opportunity to listen to an application made to the Supreme Court regarding an appeal against the sentence of life imprisonment.
- Experienced how the Irish Legal system operates on a day-to-day basis.

### **Waitress | Kinnane's Bar and Restaurant**

**September 2015 to May 2017**

- Experienced working in a fast-paced environment.
- Gained knowledge on how to deal with different customers effectively.
- Trained and mentored new staff members.

## **Camp Counsellor | Camp Woodeden**

**June 2017 to August 2017**

- Attended to the care and needs of children with severe disabilities.
- Accompanied and help the campers to partake in organised activities during the day.
- Maintained accurate records on individual campers including daily health and attendance reports.
- Organised and led small and large group activities.
- Communicated with parents, nursing staff and team leaders regularly regarding the camper's well-being.

## **EDUCATION & TRAINING**

FE1 Examinations

**[2019 - 2020]**

Law Society of Ireland

5 of 8 Examinations completed

Sitting the final 3 examinations in the November 2020

Bachelor of Civil Law and Economics degree with Work Experience

**[2015 – 2019]**

Maynooth University

Second Class Honours (2.1)

Thesis on the Gender Wage Gap (67/100)

Leaving Certificate

**[2009 – 2015]**

St. Joseph's College, Borrisoleigh, Thurles, Co. Tipperary

490/625 points

## **SKILLS**

- Proficient IT skills – good knowledge of Microsoft Office programmes such as Word, Excel, PowerPoint, Outlook and Microsoft teams.
- Languages – Level A1 (Beginners) German (Maynooth University 2015/2016), Leaving Certificate French, Gaeilge – Meánleibhéal 1 (St Patrick's College 2012/2013).
- Full drivers licence.

## **ACHIEVEMENTS:**

- Participated in Pricing Implementation Support Course delivered by Otterburn Legal Consulting in August 2020.
- Attended Courses run by the Dublin Solicitors Bar Association in relation to GDPR on the 27th of February 2018 and the 13th of November 2018.
- I was chosen along with five other students to run a School Bank as part of the AIB Build A Bank Challenge. We reached the top 10 in the Regional Finals (Munster).
- Received my bronze Gaisce Award, The President's Award in 2013.

## **INTERESTS**

- Travel – Canada, England, France, Italy, North America, Poland, Scotland, Spain, and Slovenia.
- Music – Play the Irish Traditional Fiddle - Achieved Junior Level 4 (Comhaltas).
- Singing – I am an active member of my local youth choir.
- Yoga - I participate in daily virtual yoga classes via zoom.

**References available on request**