Aoife O’Donnell

Dublin, Ireland | +353 87 1811963 | aoifeodonnell989@gmail.com

**EDUCATION**

**FE1 Candidate**

* Sat and passed three of the eight FE1 examinations on my first attempt in the recent March sittings

**University College Dublin-** 2017-2020

BA Social Science

**Award:** 1.1- First Class Honours (3.8 GPA)

**Holy Child Killiney**- 2011-2017

Irish Leaving Certificate- 485 Points

* A grade’s in Business, French and Irish
* Achieved the Academic Award in Geography and Business in my final year of Holy Child

**PROFESSIONAL EXPERIENCE**

**Hegarty And Associates Solicitors Dun Laoghaire, Dublin, Ireland**

*Legal Intern* 07/2020 - 09/2020

*Paralegal*  09/2020- Present

* Working currently as a Paralegal in a firm which specialises in Defence Litigation and Medical Negligence Defence Litigation
* Assist in preparation of briefs for Counsel and expert witnesses
* Assist in preparation of cases for trial
* Assimilate documents for discovery
* Take part in a number of team projects in the preparation of high profile cases
* Draft general administration correspondence and assist with drafting legal documents

**Rasam Glasthule, Dublin, Ireland**

*Front of House* 09/2019- 03/2020

* Employed as a waitress in this fine dining restaurant
* Learned to perform and function calmly when under pressure in a consistently busy restaurant
* Provided excellent customer service to all guests
* Managed closing duties, including reconciliation of cash receipts

**Killiney Tea Rooms Killiney, Dublin, Ireland**

*Customer Service* 09/2018- 07/2019

* Trained to be a fully qualified Barista
* Performed a Supervisory role over three other staff
* Trained incoming staff

**PERSONAL DAVELOPMENT**

**Skills**

* Excellent organisation and time management skills and the ability to prioritize workload
* Ability to show creativity, innovation and adaptability in every task
* Effective Communication skills, demonstrated by the ability to form excellent relationships with all those I come into contact with
* Excellent teamwork skills- Experience working with a successful legal team on a number of occasions and member of successful Tennis and Hockey teams
* Technical- Information analysis skills with a strong knowledge of Excel, MS Office, SPSS, PowerPoint and Bloomberg
* Languages- English (Native), Spanish (basic), Irish (Intermediate), French (advanced)- relocated to France for 6 months. I lived with a French family and also attended a French School

**Interests**

Volunteering

* *ALONE- March 2021 – Present:*  Weekly phone calls and visits to elderly individuals, providing them with support
* *Log on Learn:* Taught elderly members of the Killiney community how to increase their knowledge and understanding of technology
* *Carmona Services:* Involved in the ‘Wednesday Club’, whereby each week we would meet and interact with young adults with physical or intellectual disabilities
* Raised the most money in the entire school for various charities in our School Sponsored Walk

Hobbies

* *Sports*- Played field Hockey at a competitive level throughout my time in school and was chosen to participate in trials to be selected for the Leinster U16 squad. Captain of my School tennis team. Member of Carrickmines Tennis club and regularly compete in Tournaments in both singles and doubles. Completed levels 1 and 2 of Sailing.
* *Hiking-* Regularly hike with my friends in Wicklow and completed sections of the Wild Atlantic Way in the Summer of 2020
* *Travelling-* Enjoy travelling with both Family and friends. I went inter-railing across Europe in the Summer of 2018 and went backpacking through South East Asia in the Summer of 2019

Academic

* Completed the MATHESON Virtual Experience Programme which consisted of tasks in Legal Analysis, Legal Drafting, Research and Transaction Management
* Linked in Learning certificates in courses including Strategic and Critical Thinking, Teamwork and Public Speaking