*Bláithín Sharkey*

Parkview

253 Navan Road

D7

Co. Dublin

Blaithinsharkey00@gmail.com

Mobile No: 087 7995523

**PERSONAL STATEMENT**

Motivated and conscientious individual with a genuine ambition of working in law in order to uphold the society that our legal system protects and nurtures. I bring a strong work ethic, willingness to learn and an open mind.

Determined, reliable and hardworking, with a track record as a valuable team-player with a “get-up-and-go" attitude. Passionate about being a professional in the legal field.

**EDUCATION**

**National University of Ireland, Galway:** 2018- 2022

*University Rd, Co.Galway*

* 2:1 LLB post grad
* 2:1 Bachelor of Arts degree in Law & History

**St Vincent’s Secondary School:** 2012-2018

*Seatown Place, Dundalk, Co.Louth*

* Completed Junior Certificate and Leaving Certificate (524 points)

**CAREER HISTORY**

**KOD Lyons LLP:** August 2024 - Present

*7-8 Ushers Quay, Dublin 7*

**Legal Executive**

* Extensions of time to appeal applications
* Drafting and submitting High Court bail applications
* Preparing police property applications related to the retention of goods under the Criminal Justice Act and Proceeds of Crime Act.
* Listing matters for Court
* European Arrest Warrants applications
* Driver licence restorations
* Co-ordinating bench warrants on behalf of clients.
* Liasing and briefing counsel in relation to our clients matters

**Fieldfisher Ireland LLP:** January 2024 – August 2024

*45 Mespil Road, Dublin 4*

**Paralegal (Secondment Threshold)**

* **Member of Threshold’s Advocacy Team:** Focused on policy and legal matters in the residential rented sector.
* **In-depth Legal Analysis:** Provided insights on significant legislation such as: Planning and Development Bill 2023, Housing (Miscellaneous Provisions) Bill 2025, Charities (Amendment) Bill 2023, Registration of Short-Term Tourist Lettings Bill 2022
* **Co-ran Weekly Legal Clinic:** Assisted advisory staff in preparing for hearings before the Residential Tenancies Board and Workplace Relations Commission.
* **GDPR Staff Training and Trustee Duties Presentation:** Delivered training and presentations to staff and board members.
* **Guidance Document Preparation:** Created a guidance document for advisory staff regarding licensees.
* **Written Submissions:** Contributed to submissions on new legislation for the Committee on Housing, Local Government, and Heritage.
* **Sector Engagement:** Attended Oireachtas hearings and other events to engage with stakeholders.

**Beachaumps LLP:** June 2023 – January 2024

*Sir John Rogersons Quay, Docklands, Dublin 2*

**Housing Legal Executive**

* Working on Buy to Rent files following settlement.
* Dealing with security documentation relating to charges and settlements.
* Assisting solicitors with each stage of property transactions from instruction to close for financial institutions.
* Preparing and issuing contracts on the MDL and LDA projects.
* Putting together closing packs as per scheduling for various schemes.
* Charged with reviewing ATRs for the New East Housing project.
* Dealing with PRA queries.
* Working with property team on title restoration.
* Day-to-day file management.
* Requesting fund transfers.

**Private Client Intern**

* Assisted in internal and external meetings with clients and financial institutions and recorded memoranda in respect of those engagements.
* Preparation of a range of correspondence.
* Reviewed and filed legal documents, including, but not limited to, witness statements and sworn affidavits.
* Assisted solicitors in ad hoc legal research tasks as necessary. Daily tasks included the use of imanage document management storage system, Adobe suite, Microsoft, Outlook, Word, Excel, DocuSign, Westlaw and LexisNexis.
* Competed in two separate Mock Trials (June and July), winning both on the prosecution team and on the defense team, respectively.

**Gilmartin Solicitors:** January 2022-August 2022

*29 Woodquay, Galway, Co.Galway*

* Administration including preparation of documents
* Communication with clients
* Lodging court documents
* Adhoc duties as required by solicitor
* Preparation of particulars and written documents

**SKILLS**

***Communication***

Extremely proficient communicator, in both written and oral format. Working in customer service has taught me a great deal about how to deal with members of the public. While working in a solicitor's office, drafting letters and memos were part of my daily routine and this was a great way to introduce me to how solicitors are to communicate with clients and other solicitors. I quickly understood the skill of being able to write as concisely as possible. This hands-on experience helped me become accustomed to what was expected of me and the language and style to employ in the legal sphere.

***Team work***

Being part of management has given me the opportunity to supervise, take control of trying situations, lead by example and appraise staff. I have learned that building strong relationships is important in any work setting and that being approachable and ensuring others feel comfortable around you is paramount in the workplace. Also, this position has shown me that a good level of teamwork is essential to embrace change, create, and innovate. By assisting in training new staff at work and playing team sport such as Gaelic football and camogie, I am accustomed to working as part of a team.

***Ability to work under pressure***

Sport and various aspects of previous employment have helped me develop the skill to allow me to work well under immense pressure. This was especially the case during the pandemic.

***Other Qualifications***

European Computer Driving License (ECDL).

**ACHIEVEMENTS**

* A member of the Junior All Ireland winning team, Salthill-Knocknacarra 2022
* Senior Louth championship and league winner 2019 & 2021.
* Social Officer of NuiG’s FemSoc 2019/2020.
* Committee member of NuiG’s Cumann Staire.
* Sports Prefect at St Vincent’s Secondary School (2016-2018)
* Representing Louth in inter-county Ladies football from 2012-2019.
* St Vincent’s Senior History Student of the year 2018.

**HOBBIES**

* An avid reader with a thirst for knowledge, favourite book is “*Wuthering Heights*” by Emily Bronte.
* Team sports such as Ladies Football and Camogie, when I was living in Galway I played with Salthill-Knocknacara and I’m currently playing with Oliver Plunketts Eoghan Ruadh.
* I enjoy hiking and sea swimming.
* I am very interested in history, I listen to various podcasts, read articles and books related to history in my spare time. I am a member of Tuatha Ireland which I use to plan trips on my time off.

***References available on request***