

CURRICULUM VITAE CHRISTOPHER HEALY

M: (236) 978-3968

E: chrishealy@live.ie

Profile

A detail-orientated law graduate, currently employed as a legal assistant in a law firm based in Vancouver specialising in employment and labour law. Demonstrating excellent time management skills enabling me to meet tight deadlines while maintaining high-quality work. I thrive in collaborative environments exhibiting strong interpersonal and teamwork abilities. Eager to apply these skills in a trainee solicitor role.

Work Experience

Legal Assistant, Roper Greyell LLP (Employment and Labour) February 2022 – Current

- Drafting various legal documents, pleadings and correspondence.
- Filing submissions to the Supreme Court of British Columbia and administrative tribunals such as the British Columbia Human Rights Tribunal and Workers Compensation Appeals Tribunal.
- File management and file organisation of a high number of complex files spread across various areas of the Employment and Labour law sector.
- Preparing lawyers' monthly accounts and expense reports.
- Supporting a highly skilled team consisting of three lawyers, one partner and two associates.
- Proficient with document management software such as Worldox, Acumin and Microsoft systems.
- Created arbitration primer as a guide for new legal assistants joining the firm.

Assistance Coordinator, Mapfre Insurance, Galway December 2018 – June 2021

- Organised and delivered roadside and emergency home assistance services to policyholders and dealt with any other enquires policyholders may have had.
- Recorded detailed accounts of home and motor claim notifications.
- Met monthly productivity goals set by the company.
- Contacted providers and customers alike regarding services.

Waiter, Radisson Blu Hotel, Galway January - December 2017

Waiter, Ardilaun Hotel, Galway May 2015 - June 2016

- Provided high level of customer service, dealing with any problems or needs of the customer.
 - Prepared function rooms ahead of events and ensured that they met the customers' requests.
 - Worked closely with management and colleagues to deal with the high level of work required in the fast-paced environment of busy hotels.
-

Education

Law Society of Ireland 2019-2021
FE-1 Examinations

National University of Ireland, Galway 2017-2018
Bachelor of Law (LLB) – 2.1

National University of Ireland, Galway 2013-2017
Bachelor of Arts (BA) – 2.2

References and transcripts available upon request.