Cillian

Dowling

English Excellent

Irish Good

German Basic

MS Office Excellent

Excel Good

Powerpoint Good

Marketing

**Legal Assistant** – *Holmes O’Malley Sexton* *LLP*| HOMS Assist |January 2022 - present

I currently hold the positon of Legal Assistant in the Plaintiff Litigation department, HOMS Assist in County Limerick

* My main duty is to assist the Senior Associate Solicitor and Partner in this department for Personal Injury and Medical Negligence cases
* I am working on up to 200 cases. Day to day tasks include preparing Briefs for Counsel, preparing Replies to Particulars, preparing various Motions and Affidavits, meeting with clients. I have also attended High Court and Circuit Court Sittings assisting the Solicitor for settlement talks and hearings. For these court sittings i prepare all of the necessary booklets such as the Booklrt of Pleadings, Booklet of Medical Reports and Booklet of Expert Reports.

**Legal Assistant** – *Donal Quinn Solicitors* | 2021

I held the position of Legal Assistant from June 2021 to December 2021 in this firm in Athenry County Galway.

* I have gained great experience in many areas of law such as conveyancing, Litigation, Family Law and probate, working on up to 100 different cases.
* I have assisted solicitors for various land transactions, helping them compile the necessary documents for land purchases and sales, such as title deeds for propertys, compiling a schedule of title deeds and making sure all are in order, while also being in constant correspondence with our clients. I have also dealt with the up to 20 cases involving termination notices for our clients, where i would draw up termination notices to be served to our clients tenants.
* In terms of litigation i have worked on Personal Injury and medical negligence cases, , for these cases i have compiled many briefs for both Senior and Junior counsels.

**Legal Assistant**  – *John Cuddy Solicitors* | 2020 – 2021

I worked as a Legal Assistant between from September 2020 to September 2021 in a local solicitors office in Loughrea.

* This office mainly deals with conveyancing, probate and litigation. I have worked on up to 100 cases in this office. Most of my work involved preparing the necessary documents for land transactions, such as title deeds for propertys, compiling a schedule of title deeds and making sure all are in order.

1:1 Honours Degree in Business and Law

Organisation ●●●●◖

Strategy ●●●●○

Presentation ●●●●●

Planning ●●●●○

Communication ●●●●○

Outgoing, ambitious and confident person, who relishes a challenge. A motivated employee with a great track record within a diversity of job sectors. I have an ambition to succeed as a solicitor in the very near future.

PROFILE

cilliandowling1@gmail.com

+353-873585849

12-02-1994, Ireland

Grange
Loughrea
Co. Galway

Curriuculum Vitae

Fly Fishing

Hurling

 Soccer

INTERESTS

SKILLS

COMPUTER S

LANGUAGES

**Bachleor of Business and Law First Class Honours Degree**

**Athlone Institute of Technology | 2015 - 2020**

Bachleor of Business and Law, this degree combines both business and law into a single programme. I have participated in Mooting exercises and mock trials, including a mock trial in the Criminal courts of justice in Dublin. I have also completed mediation and Arbitration exercises. Modules completed:

Constitutional Law Tort Law Criminal Law

The Irish Legal System Revenue Law Legal Skills

Equity Law European Union Law

Land Law Company Law

Computer Applications Contract Law

Financial Accounting Employment Law

Business Mathematics Managerial Finance

**Leaving Certificate**

**St. Raphaels College, Loughrea, Co. Galway | 2010-2013**

**Junior Certificate**

**St. Raphaels College, Loughrea, Co. Galway| 2007-2010**

* **Fly Fishing –** Represented my country three times at youth level by qualifying for the Irish youth fly fishing team. I competed in two home nations championships and one world championships.
* **Fly Fishing –** Awarded top Irish youth angler in Scotland at the home nations championship in 2011.
* **Fly Fishing –** Connaught Youth champion in 2009.
* **Hurling –** County medals at U-14, U-16 and U-21 level for my local club Kilnadeema/Leitrim.
* Full, Clean Irish Driving License.
* Manual Handling training.

Achievments

EDUCATION

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| --- | --- |
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Cillian Dowling

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REFERENCES

References available upon request