**Work Experience**

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| **June 2021 –**  **Present**  ***Duties include:***  **2020 - 2021**  **2016 – 2019**  **2014 - 2016** | **Legal Intern | Paralegal | Litigation Department | Augustus Cullen Law [ACL] | Dublin**   * *Worked primarily within the litigation department on various commercial and civil litigation matters with a focus on planning law.* * *Assisted Partners and Solicitors of the firm with their case load.* * Attending initial consultation with clients * Preparing letters for various matters as directed * *Liaising with counsel and experts* * Attended meetings with counsel and clients * *Prepared briefs for counsel and experts.* * Preparation and filing of court documents * Day to day case management of compulsory purchase files * Attending Court, settlement meetings and arbitration hearings * Reception and phone duties. * Office administration duties including post, photocopying and scanning. * Day to day case management   **Marketing & Content Production | Future Proof Media | Dublin**  *Video & still image production for numerous national & multinational brands as part of their respective marketing campaigns*  **Waiter | Finnstown Castle Hotel | Dublin**  Customer service &. Waitering (incl. Events), Customer & Management Liaison, general teamwork, housekeeping services, event set up, porter services.  **Maintenance & Landscaping |Multi Unit Mgmt. Services | Dublin**  General development & property maintenance, landscaping & gardening services |

**Capabilities & Competencies**

**IT skills:** Proficient in industry relevant software such as KeyHouse, Microsoft Office 365 suite as well as Adobe.

**Caseload Management:** Excelled within a fast-paced litigation department; responsible for the successful execution of all case related matters under the direction of the respective partners & solicitors, all whilst managing and prioritising competing demands.

**Document preparation:** Assist in the timely drafting and filing of legal documents, briefs and correspondence supporting case preparation for court appearances and meetings.

**Communication:** Strong communication skills which can be attributed to my work at ACL. My role requires that I be in constant communication with colleagues, counsel and experts in relation to various ongoing matters.

**Teamwork:** Teamwork has been a fundamental part of my career to date.Currently, the litigation department in ACL’s Dublin offices operate as a single unit and tasks are managed together to make best use of the team’s skillset and capacity.

**Innovative:** Keen interest in using creativity to solve problems, evidenced by my work in the creative space at Future Proof Media where I used my initiative to create new and exciting concepts for client promotional videos. At ACL, to increase efficiency in case management for the team.

**Motivated:** Highly motivated & can be relied upon to work independently & deliver as per expectations. This has been a common theme throughout my career where employers have entrusted me with responsibilities to deliver for clients.

**Presentation Skills:** Comfortable presenting to different audiences and explaining complex concepts clearly and logically in both verbal & written format.

**Research:** Skilled at research methods having educated myself on how to utilize the adobe programmes, without having any prior knowledge, to attain my role with Future Proof Media.

**Education**

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| **2022-Present**  **2018-2021:**  **2016-2018:** | **FE1 (In progress)**  **BCL Law & Society | Dublin City University | *2.1***  **Institute of Education (Leaving Certificate) | 421**  ***Subjects included:*** English, Irish, Mathematics, Chemistry, Biology, Economics, Agricultural Science, Music |

**Additional Notes**

* Full and clean driver’s licence.

**Referees**

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| Mr. Conor Talty  Company Director  Future Proof Media,  Centrepoint Business Park, Unit D4, Oak Dr,  Clondalkin, Co. Dublin, D12 TY48  Tel: 085 872 9231  Email: [conor@futureproofmedia.ie](mailto:conor@futureproofmedia.ie) | Mr. Gary Ryan  Owner / Managing Director  Multi Unit Management Services,  6 Main St. Rathcoole, Co. Dublin  Tel: +353 87 747 5000  Email: [gary@mutiunit.ie](mailto:gary@mutiunit.ie) |

***\*A reference for my current role will be provided upon request***