

## **Deirdre Ryan**

6 St. Mary's Park, Walkinstown, Dublin 12  
Park House, Rossmore, Cashel, Co. Tipperary, Ireland.  
**Tel:** 086-8423027 **Email:** deirdre.ryan101@gmail.com

### **PROFILE**

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Hard working, ambitious and self-confident individual with a strong desire to learn, excel and succeed.  
Law Graduate. Currently working as a Paralegal in the Project and Data Management Unit in Arthur Cox.

### **RELEVANT WORK EXPERIENCE**

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#### **Paralegal**

#### **Arthur Cox**

December 2016 – Present

Commercial Litigation & Dispute Resolution;  
Project and Data Management Unit.  
Earlsfort Centre, Earlsfort Terrace, Dublin 2

- Preparing for trials, hearings and closings;
- Reviewing and monitoring new and updated laws and regulations, legal research and preparing articles;
- Working on legal tasks on commercial law cases;
- Taking attendances, drafting correspondence and liaising with external counsel and clients;
- Assisting on an ongoing large scale international arbitration;
- Organising and monitoring case progress;
- Managing large volumes of information for ongoing large scale litigation and providing regular updates to the wider case team on all aspects of case progress;
- Preparing and amending documents including legal briefs, court pleadings and letters; and
- Member of the Social Committee - helping organise firm wide staff events.

#### **Legal Secretary**

#### **Arthur Cox**

March 2016 – December 2016

- Providing administrative support to three senior associates;
- Maintaining and organising client files to ensure high standards of confidentiality are adhered to;
- Filing;
- Screening calls, scheduling appointments and managing diaries;
- Billing; and
- Preparing and making amendments to legal documents.

#### **Legal Personal Assistant**

#### **Matheson**

May 2015 – March 2016

Employment, Pensions & Benefits Group  
70 Sir John Rogerson's Quay, Dublin 2

- Producing memos on judgments, judicial decisions and potential consequences for clients;
- Conducting research for cases, collating necessary documents for trials and preparing legal briefs, court documents and spreadsheets;
- Electronic and hard copy file maintenance;
- Scheduling client appointments, answering calls and preparing attendances; and
- Billing clients through an online database known as 3E.

#### **Legal Caseworker**

#### **Arizona Innocence Project**

Flagstaff, Arizona, United States

Aug 2014- Oct 2014

Working alongside the Director of the Arizona Innocence Project, Robert Schehr, assisting US Attorneys and caseworkers on cases of wrongful murder and / or sexual offence convictions. Duties included:

- Coordinating research into all aspects of cases assigned to my team with a view to re-opening them and securing exonerations;
- Presenting research to the Arizona Innocence Project's Board of Directors and facilitating group discussions;
- Preparing internal case notes and preparing memos for external use;
- Drafting grounds of appeal to be presented before US State Courts;
- Visiting clients in prison, communicating case progress to them; and
- Conducting interviews with clients, previous attorneys, experts etc.

**Legal Assistant**  
Oct 2013 – Dec 2013

**Joseph McNally Solicitors**

Dublin 11

**Temporary Clerical Officer**  
Jul 2013 – Sep 2013

**Department of Justice & Equality**

Minor Citizenship Division

### **OTHER WORK EXPERIENCE**

**Temporary Clerical Officer**  
Jul 2012 – Aug 2012

**Revenue Commissioners**

Dividend Withholding Tax

**Deli Assistant**  
Jun 2009 – May 2011

**McKevitt's Costcutters**

Thurles, Co. Tipperary

**Work Experience – Criminal Courts**  
Nov 2009

**TV3**

Ballymount, Dublin 24

### **EDUCATION AND TRAINING**

**BCL Law & Society**  
2012-2015

**Dublin City University**

Grade average: 65% - II.I

- Presented dissertation entitled "CONFIDENTIALITY IN THE PHYSICIAN-PATIENT RELATIONSHIP; THE ETHICAL AND LEGAL DILEMMA PERTAINING TO THE DISCLOSURE OF HIV" – 66 % - II.I
- Finalist in DCU's Moot Court Grand Final as adjudicated by Mr. Justice Hedigan.
- Awarded 'Overall Best Individual Speaker' by Mr. Justice Hedigan at Moot Court Grand Final.

### **University Societies / Clubs and Achievements**

Public Relations Officer – DCU Law Society

#### **Moot Court Awards**

- Finalist in DCU Novice Moot Court Competition
- Semi-Finalist in the Annual National Moot Court Competition in the Criminal Courts of Justice.
- Overall Best Individual Speaker at DCU Moot Court Grand Final.

#### **Event's Organiser - Global Brigades Society**

- I travelled to Ghana in 2014 alongside 40 other students during which time we built rainwater harvesters and latrines for impoverished families in Srafa Aboana.

#### **Cumann Gaelach**

- I am a Gaeilgeoir and was an active member of the Cumann Gaelach during college.

**Leaving Certificate**  
Sep 2006 -Jun 2012

**Presentation Secondary School, Thurles**

485 points

**Extra-curricular activities:** camogie, basketball, debating (English, Irish & German) & An Cumann Gaelach.

**OTHER INTERESTS / ACHIEVEMENTS**

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**Charitable Work:** St. Vincent de Paul, Chernobyl Children, the Irish Motor Neurone Disease Association and Special Olympics Ireland.

**Debating:** I am a keen debater and have various achievements, such as winning Conradh na Gaeilges Féile Debating Competition and being a finalist in UCCs National Philosophy Debating Competition.

**President's Award:** I hold a bronze Gáisce Presidents Award.

**Other Interests:** Current Affairs, Irish Sport Horse Breeding, GAA (county final medals), Racquetball (All-Ireland medallist), Baking, and Revival of the Irish language.