

Deirdre O'Donnell

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OVERVIEW

BCL (Clinical) Law graduate with experience in the areas of commercial and residential property, general litigation and private client. Successfully passed all eight FE-1 examinations. My current role involves working with a diverse range of clients as a Paralegal in Ireland's largest property department at ByrneWallace LLP. Strengths include communication and organisation, with a passion for cross-functional collaboration.

EDUCATION

Law Society of Ireland

2020 – 2022

Final Examinations – First Part (FE-1)

- **Results:**

Law of Tort (52%)

Law of Property (50%)

Law of Equity (51%)

Company Law (58%)

Criminal Law (61%)

Contract Law (55%)

Constitutional Law (54%)

Law of the European Union (55%)

University College Cork

2016 – 2020

BCL (Clinical)

- Graduated with **Second Class Honours Grade 1 (66%)** degree, including:
 - Privacy & Data Protection Law (70%)
 - Jurisprudence (70%)

Mount Mercy College, Model Farm Road, Cork

2010 – 2016

Leaving Certificate

- Achieved **500** points (All Honours) including A1 in Maths, A2 in French & B1 in Business

RELEVANT WORK EXPERIENCE

ByrneWallace LLP, Harcourt Street, Dublin

June 2022 – present

Paralegal

- Working in Ireland's largest property department, consistently recognised as a Legal 500 Tier 1 department.
- Conduct in-depth legal research on a daily basis and report on changes in legal framework.
- Proactively provide support to fee-earners of different levels of seniority for all administrative tasks as required.
- Proficient in the document management system FileSite and SharePoint.
- Responsible for deeds management, drafting legal documentation and correspondence.

O'Flynn Exhams LLP, South Mall, Cork

Nov 2021 – June 2022

Legal Secretary

- Worked in the commercial property department providing support to senior solicitors.
- Collaborated with the network of secretaries in the firm through a pooling system.
- Engaged in audio typing from digital dictation.
- Experienced in the practice management systems Partner for Windows and CORT.
- Responsible for drafting legal documentation, correspondence and diary management for multiple partners in the firm.

Chris Mee Group, Little Island, Cork

March 2021 – Oct 2021

Assistant Quality & Consultant Co-Ordinator

- Led the response to Consultancy Services (Technical) tenders on behalf of Chris Mee Group.
- Responsible for reviewing Scope of Work agreements when onboarding new clients.
- Liaised with clients and consultants in arranging ergonomic assessments.
- Responsible for compliance of the consultant network per ISO9001 and ensuring skills matrix is in date.

Murphy Lynam Solicitors, Washington Street, Cork

Aug 2018 – Aug 2019

Legal Secretary

- Third year work placement as part of the BCL (Clinical) degree. Contract extended throughout summer months.
- Worked in the areas of conveyancing, wills & estate planning and personal injury litigation.
- Gained a strong knowledge of the practice management software Legal Evolve.
- Responsible for drafting briefs for counsel and contractual documentation.
- Updated the document management system and accurately managed hard and soft copy files.

Cork Education & Training Board, Cork

June 2018

Leaving Certificate Superintendent

- Responsible for multiple students in special centres requiring additional aid during their examinations.
- Maintained strict supervision over candidates during the course of examinations.

SOCIETY EXPERIENCE

UCC Law Society

June 2019 – June 2020

Social Secretary of the 90th Session

- Responsible for leading the organisation of all social events for the 2019/2020 academic year.
- Led and managed the subcommittee of ten people in the organisation of our Annual Law Ball attracting over 500+ attendees in October 2019 and our Annual Law Dinner attracting 200+ attendees in February 2020, with a strict emphasis on sustainable practices throughout (e.g. using recycled materials as decorations and eliminating single-use waste).
- Collaborated with the UCC Student's Union Entertainment Officer to organise a charity silent disco event during UCC's Raise and Give Week 2020. The event attracted 300+ students and raised over €400 for our selected charity, the Sexual Violence Centre Cork.

SKILLS

- **Legal databases:** Experienced in the usage of a variety of legal databases including Westlaw and LexisNexis.
- Certified in the European Computer Driving Licence (**ECDL**) giving me excellent ability to use Microsoft Office Suite and Google Workspace.
- Experienced in the **document management system** FileSite and the **practice management systems** Partner for Windows and Legal Evolve.
- Ability to transcribe and audio type with high accuracy at high speed.

INTERESTS & ACHIEVEMENTS

- **Music:** Achieved Grade 8 in Classical Violin and Classical Flute. Completed the Senior Musicianship Programme with CIT Cork School of Music. Constantly involved with orchestral groups.
- **Sport:** Regular participant in the Calcutta Run 5k legal fundraiser. Held the position of junior and senior team goalkeeper with my secondary school hockey team. Active member of local gym.
- **Charity work:** Help to fundraise for charities including S.H.A.R.E, HOPE and Irish Guide Dogs for the Blind.
- Passion for **Travel** (travelled throughout Europe, America, the Middle East and Australia), **Painting & Reading**.
- Completed a **First Aid course** with St. John's Ambulance & the Bronze **Gaisce President's Award**.
- Full clean **Driving Licence**.

REFERENCES

Available upon request.