**Doireann O’Mahony**

College House, Cahirdown, Listowel, Co. Kerry.

**Tel:** (087) 2180560 **Email:** doireann71@gmail.com

**Education**

*Sept. 2019 – 2023* Bachelor of Law and French,University College Cork *Second Class Honours Grade I*

**Legal Work Experience**

**Law Clerk, Pierse Fitzgibbon Solicitors, 27 Market Street, Listowel, County Kerry**

*May 2024- present, Full-time*

* Liaised with financial institutions and took instructions in relation to relevant matters
* Drafted correspondence in relation to matters of debt recovery
* Drafted legal documents
* Issuing legal proceedings and serving same upon respondents
* Correspond with debtors with a view to resolving ongoing cases

**Legal Intern, JRAP O’Meara, 89/90 South Mall, County Cork**

*June 2023 – February 2024, Full-time*

* Drafted legal documents and correspondence while maintaining excellent organisational skills.
* Undertook a secretarial role in the Conveyancing and Probate department.
* Researched legislation and various caselaw to aid solicitors in on-going cases.
* Accompanied solicitors in client meetings.
* Completed Financial Statements to assist solicitors in the closing of files.
* Drafted invoices and handled outgoing monies on files.
* Liaised with solicitors, clients and banking representatives on relevant matters in both Banking and Property departments.
* Assisted in reception duties and banking work.

**Legal Intern, Lees Solicitors, 45 Church Street, Listowel, County Kerry**

*June 2019- August 2020, Part-time*

* Completed two summers in a local solicitors office.
* Archived files in the office and conducted an effective organisational system.
* Computerized files in the administrative databases and completed documentation accordingly.
* Initiated efficient archiving processes within the office to improve existing practices.
* Completed reception duties, liaised with clients, and designated appointment times with solicitors.
* Attended Court to keep a watching brief in Listowel District Court and Tralee Circuit Court.

**Additional Work Experience**

**Shift Manager, Spar, Market Street, Listowel, Co. Kerry**

*June 2022 – February 2023, Part-time*

* Operated financial practices within the business such as inputting orders, managing invoices and completing lodgments at the end of the working day.
* Took responsibility for the opening and closing of the store.
* Managed the handling of monies across various departments in the store.
* Regularly completed stock take and disposed of out-of-date stock.
* Co-ordinated staff to ensure effective completion of relevant tasks.

**Erasmus Studies**

* Completed two exam periods through French in Jean Moulin University, Lyon.
* Attended classes studying the French Civil Law system and historic development respectively.
* Registered as a member of the Law Society within the university.
* Enrolled in the Erasmus International Group which enabled me to become well-versed in the French language and culture.

**Achievements and Interests**

* Completed all training in Water Safety Courses in which I received lifeguard training and a qualification in CPR, first-aid and use of a defibrillator.
* Accomplished four years in the local Girl Guides, where voluntary work was often conducted across various charities and Nursing homes.
* Pursued an active interest at undergraduate level as a member of the Law and the French Society.
* Organised a bake sale in aid of the Trócaire charity.
* Provided care to an individual with an intellectual impairment, supplying supervision and also organising recreational activities.
* Have obtained a B2 OLS qualification in French fluency as part of my studies.

**Referees**

Dr Luigi Lonardo, Lecturer at UCC Law Faculty, BCLF coordinator

**Contact details:** [**LLonardo@ucc.ie**](mailto:LLonardo@ucc.ie)

Elizabeth Enright, Lees Solicitors, Kilmallock, Co Limerick.

**Contact details:** (087) 2873937