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**Professional Summary**

* Over 4 years of experience within legal environments. Currently working as a paralegal in London for a prestigious US law firm in the commercial litigation department
* Hold a Masters in International and European Business Law
* Gained domestic and international practical experience across commercial litigation and dispute resolution
* Led a team of students working on large scale discovery projects within the Litigation department of New Zealand’s largest law firm
* Successfully passed all law society entrance exams

**Qualifications**

**2016 Law Society FE-1s (all 8 entrance exams passed)**

**2014 Trinity College Masters in International and European Business Law (2.1)**

Thesis: EU Consumer law (1.1)

**2012 NUI Galway Bachelor of Law (2.1)**

Essay: EU Court of Justice (1.1)

**2009 NUI Galway BA Geography, Sociology & Politics (2.1 grade)**

**Career History**

**Aug 18 – Present Debevoise & Plimpton LLP, London, UK Paralegal – Commercial Litigation**

* Assist lawyers within the litigation department on large scale, complex cases in the High Court and Commercial Court
* Reviewing, amending and collating Trial Bundle documents using advanced legal databases such as Relativity and Opus 2 Magnum
* Prepare Pleadings, correspondence and briefs for Counsel
* Tracking projects, tasks, assignments and reports to ensure they are running within set timescales and any other duties required by the team
* Carry out document review at the pre-disclosure stage using Relativity software
* Currently playing a key role in the preparation of an upcoming trial in the Commercial Court relating to a multi-million pound fraud case involving over a dozen claimants and defendants

**May 18 – Aug 18 Health & Care Professions Council, London, UK Case Manager & Presenting Officer (Temporary)**

* Investigating and manage a variety of complex cases with a thorough knowledge of health care regulation, legislation, policies and procedures.
* Act as an advocate and present cases in Fitness to Practice hearings before independent statutory committees
* Act as the primary contact for relevant internal and external enquiries and briefings relating to a case load, including handling options and instructing solicitors.
* Draft statutory allegations, letters and memos and determine best practical and legal steps to take to ensure cases are progressed and disposed of expeditiously
* Advise the public, registrants and other organisations about the HCPC and the functions and processes of the Fitness to Practise Department.

**May 17 – April 18 Chapman Tripp, Auckland, New Zealand Legal Project Co-ordinator**

* Involved in all aspects of the E-Discovery life-cycle, from data collection, preparation, risk and project management and client relationships
* Set up and maintenance of discovery databases
* Management of electronic and hard copy document processing
* Litigation evidence analysis and reporting
* Assisted lawyers by carrying out legal research on various areas of law
* Legal review of discovery documents for privilege and relevance
* Led a team of assistants/students overseeing quality and consistency of their work
* Preparation of hard copy and electronic document sets including agreed bundles, witness briefing packs, affidavits, briefs of evidence, pleadings and authorities
* Carrying out any other paralegal assistance in preparation for court/arbitration hearings

**Aug 15 – April 17 Beauchamps Solicitors, Dublin, Ireland Legal Executive – Commercial Litigation**

* Managed an extensive caseload of files relating to Judgement and Possession Proceedings on behalf of financial institutions
* Drafted court documents (Civil Bills, Grounding Affidavits etc.), memorandums and letters
* Attended court with Counsel for court hearings, (County Registrar, High Court, Master of the High Court and Commercial Court) taking detailed notes
* Daily, weekly and monthly Client operational, performance updates and reporting
* Liaised with barristers, clients and court officials on a daily basis
* Prepared booklets of pleadings for upcoming court hearings all over the country
* Part of team dealing with a major sale of distressed debt to an American vulture fund

**Nov 14 – Jul 15 Brophy Solicitors, Dublin, Ireland Paralegal**

* Assisted Partner in personal Injury, defamation, conveyancing, family law, dispute resolution, business law
* Drafted Motions and Affidavits for court
* Prepared documents for court, filed legal documentation in Central Office, and briefed Counsel
* First point of contact for new queries into the Litigation Department
* Addressed judge on a few occasions to seek court adjournments
* Marketed the firm on social media (Twitter, Facebook) to win new clients. Wrote blog posts on legal topics
* Part of a team that acted on behalf of client who challenged constitutionality of the Children's Referendum

**Oct 12 – Mar 13 DSG International, Galway Ireland Sales Advisor**

* Selling electronic items to customers in one of Ireland’s busiest retail stores
* Meeting weekly sales targets, with focus on high margin profit sales and accidental damage insurance
* Involved with merchandising products and stock control
* Awarded top sales adviser 3 months in a row and best newcomer at end of year awards
* Having a broad knowledge of numerous products, evaluating customer needs and problem solving

**Sept 11 – Oct 12 Martin J. Kearns & Co, Galway, Ireland Legal Intern**

* Reviewed, drafted, maintained and closed key client files
* Assisted Counsel with books of evidence whilst having relevant information on hand in the courts
* Prepared booklets for court hearings. Filed documents with courts
* Scheduled Deeds
* Attended client meetings. Took minutes and drafted information for required form of action
* Overhauled office filing system. Introduced colour coding to organise specific areas of law

**Other Work Experience**

Aug 14 – Nov 14 Debenhams Sales Advisor

Apr 13 – Jul 13 Cuenca, Ecuador English Language Teacher

Summer 2010/11 Renmore Army Barracks Catering Assistant

Jun 09 – Jan 10 NUIG College Bar/Keadys Bar Bartender

Summer 2008 Joyces Hardware Store Sales Assistant

**Additional Information**

* **IT Skills:** ECDL Certified, Word, Excel, PowerPoint, Legal Case managements systems (Keyhouse, Partner), eDiscovery managements systems (Relativity, Opus 2 Magnum, Case Logistix, Ringtail, IPRO, SharePoint)
* **Languages:** French (intermediate), Spanish (basic), TEFL (2012), 2 year Diploma in French Language & Literature (2012)
* **Interests:** Swimming, golf, soccer, GAA, drawing, painting, travel (South America, North America, Europe)
* **GAA:** Represented Galway GAA at U16 and U18 level. Won County Championships with Caherlistrane FC
* **Running:** Won gold and silver medals in 100 meter and 200 meter sprints
* **Drawing and Painting:** Represented Galway at Community Games
* **Drama:** Won All-Ireland in Scoil Dramaiochta, Irish plays carried out in Irish Language. Played lead role
* **Volunteering:** Volunteered as English language teacher in Ecuador, 2013

**References available on request**