**Profile**

Highly motivated, ambitious and passionate law graduate looking to utilise knowledge gained from university by taking on the role of a trainee solicitor at Byrne Wallace. Recognised in my previous employment for consistent work ethic, determination and energetic attitude. Highly skilled in problem solving, communication, teamwork and time management. This was largely developed while engaging in the contractual process during internships and cooperative placement. Seeking an opportunity that will challenge me and help me qualify for a successful career as a solicitor.

**Education**

University of Limerick 2014-2018

LLB in Law & Economics - 2.1 Honours Degree

Villiers, Limerick 2008-2014

490 points obtained in the Leaving Certificate 2014, including an A1 in honours history.

**Relevant Employment**

Legal Intern Positions:

Marcus Lynch Solicitors, Dublin July 2018- August 2018

* Gained experience across a broad range of sectors and types of work.
* Organised and compiled documents to be sent to court and to clients.
* Attended client cases with barristers in the High Court and took detailed notes to provide to the solicitors.
* Reviewed cases & files prior to an upcoming Law Society Audit.
* Typing dictations in a fast and efficient manner.
* Answering emails, calls & client queries.

Matheson law firm, Dublin June 2018 - July 2018

* Drafted letters for the Partners and had them approved.
* Heavily involved in Legal Research for the Asset Management department.
* Assisted in board meetings by taking minutes.
* Responsible for overseeing documents notarised & apostilled.
* Participation in training and development seminars, including training for research and report writing and IT training.

GE Capital Aviation Services, Shannon, Co. Clare May 2016- January 2017

Position Documentations Intern within the Operations Department.

* Management of contractual documents for GECAS Aircraft & Engines.
* Maintenance of the Electronic Data Storage System and its constant development.
* Oversight of documentation queries both internally and externally.
* Acted as a point of contact and access to the GECAS Extranet.
* Solely responsible for monitoring files, publication sets and legal recharges.
* Interacting with legal counsel and clients on contracts, files and sales.
* Assisting with Capital Market Sales.
* Redeveloping Archiving & Filing processes.
* Provided training to new interns which involved using my innovative to create a Documentations Intern Guide.

**Skills**

Problem Solving

* Competency enhanced by reading through numerous case files and required documents prior to an upcoming Law Society Audit.
* Frequently performed extensive searches for documentation queries in the physical library and the electronic data storage system.
* Recently participated in an Alternative Dispute Resolution exercise within my university, which required me to engage in mediation and negotiation to bring about a solution.

Communication

* Analysed minutes from board meetings and corrected errors where appropriate and communicated these efficiently to my colleagues.
* Regularly gathered with trainees to discuss how to best divide and organise workload effectively.
* Efficiently creating online data rooms for certain documents to be viewed by external counsel during Capital Market Sales.

Teamwork

* Reliability as a team player demonstrated coming up to the Law Society Audit, when the firm needed volunteers to work overtime to ensure every file was in order.
* Skilled in communicating ideas while respecting and acknowledging those of other team members when taking part in internal competitions hosted by the UL Law Society such as Moot competitions.
* Experienced in coordinating with colleagues after a court ruling to discuss what the next step is.

**Interests**

* Regularly take part in legal exercises hosted by the University of Limerick Law Society as a way of helping advance my lawyering skills outside of lectures.
* Passionate about food and derive great pleasure from learning new recipes to cook for friends and family.
* Enthusiastic about health and fitness. I take part in spinning, yoga and TRX classes, as well as hiking outdoors when the opportunity arises. My dedication to fitness has helped me develop a level of discipline and a drive for success that will help me in my professional career.
* I have independently travelled abroad and spent a summer working in Palma Nova Spain and a summer in Chicago. One summer to improve my Spanish, I took part in an exchange with a Spanish family in Madrid.
* I have played the piano for over 15 years and possess a strong ear for all types of music. Recently, I have taken up the ukulele. Using my motivation to teach myself through online videos and research.
* Enjoy reading.

**References**

References available on request.