

Edel O'Connor

Cooliska Castlemahon Co. Limerick | 0873193608 | occonnor.edel8@gmail.com e.oconnor42@nuigalway.ie

Education

BACHELOR OF CIVIL LAW | 2016-PRESENT | NATIONAL UNIVERSITY OF IRELAND, GALWAY

- Current average grade achieved a 2:1, expecting to achieve a 1:1 (70%) grade when graduated.
- Received 75% (1:1) in Company Law, 70% (1:1) in Contract Law, 70% (1:1) in Administrative Law, 72% (1:1) in Health Law and Policy and 73% (1:1) in Comparative Disability Law.

LEAVING CERTIFICATE | 2016 | SCOIL MHUIRE AGUS ÍDE NEWCASTLE WEST CO. LIMERICK

- English-B (H), Irish-B (H), Mathematics-C (O), German-B (H), Geography-A (H), Economics-B(H), Music-B(H).
- Total points- 470

Experience

LEGAL ASSISTANT/INTERNSHIP | KIERAN MULCAHY SOLICITORS | MAY 2018- JULY 2018

- Composed and revised legal documents on behalf of solicitors.
- Progressed legal matters and lodged court documents, such as motions, briefs, wills, discovery documents and correspondence.
- Served as liaison between clients, opposing councils and relevant bodies.
- Reviewed and prepared evidence and prior dispositions for use in trial.
- Utilised dictaphone to transcribe letters and legal documents.
- Answered high volumes of email and phone queries.
- Filed documents in appropriate manner.
- Attended hearings.

TELESALES EXECUTIVE AND RECEPTIONIST | PALLAS FOODS | MAY 2017- AUGUST 2017

- Administered product orders.
- Engaged in target selling.
- Handled grievances and challenging situations in an appropriate and professional manner.
- Welcomed visitors.
- Received and distributed mail.
- General administration and clerical support.

BARMAID AND WAITRESS | DUNRAVEN ARMS HOTEL ADARE | JULY 2016- PRESENT

- General barmaid and waitress duties.
- Handle challenging situations, such as unsatisfied customers, in a professional manner.

CLASSICAL SOPRANO SOLOIST | JULY 2016- PRESENT

- Performs for weddings, funerals and fundraising events.
- Engages in extensive preparation and research.
- Manages website and bookings.

Skills & Abilities

COMPUTER SKILLS

- Analytics user through administration of music website.
- Microsoft Office packages user throughout work experience and university.

COMMUNICATION AND TEAMWORK

- Proficient communication and interpersonal skills.
- Presented the graduation speech on behalf of the leaving certificate class 2016.
- Public Relations Officer of the NUIG Law Society.
- Participated in Moot Court exams.
- Presented many group presentations throughout university and secondary school.

Achievements

- Elected as Public Relations Officer of the NUIG Law Society.
- Elected as Student President in 6th year of secondary school.
- Awarded the Cultural Award of the Year in 6th year.
- Victoriously competed in showjumping competitions across Munster.
- Captained the Castlemahon ladies football team in the minor county final.

Interests

- Partakes in various fundraising events.
- Solo sang in The Adare Manor's 2018 Charity Christmas Recital accompanied by The Holy Trinity Abbey Choir.
- Annual fundraiser for Breast Cancer Ireland, CRY and The Brothers of Charity.
- Active member of the Castlemahon ladies football team upon which many county and inter county medals were achieved.
- Classically trained soprano. Won various singing competitions across Munster.
- Dedicated Castlemahon choir member for the past 14 years.

References available upon request.