Edward Carroll

PERSONAL PROFILE

Highly motivated and ambitious Law Masters graduate with a successful track record of passing all FE1 exams, eager to secure a challenging and rewarding traineeship. With a solid academic foundation and a strong passion for the legal field, I am committed to pursuing a career in law. I am eager to apply my theoretical knowledge and practical skills in a dynamic legal environment. I thrive in collaborative settings and am keen to learn from experienced professionals, embracing opportunities to contribute to a team's success

EDUCATION 2020-2022	University College Dublin - Master of Common Law	Final GPA: 3.18
2016-2020	Trinity College Dublin - Ancient and Medieval History and Culture	Final Grade: 2:1
2010-2016	Clongowes Wood College - Leaving Certificate	Total Points: 470
LEGAL EXPERIENCE		

July 2022 - Present

Mason Hayes & Curran - Legal Assistant

Role

I provide administrative and clerical support to the team of solicitors. I am responsible for conducting Anti-money laundering checks for new and existing clients as well as drafting correspondence. I have a keen eye for detail, which ensures that all tasks I carry out are efficient and accurate. I take pride in being an integral part of the legal team, contributing to the smooth operation of the firm and ultimately achieving successful outcomes for our clients.

Responsibilities

- **Drafting legal documents and correspondence**: Prepare accurate and well-written legal documents, such as contracts, agreements, and briefs, as well as correspondence with clients, opposing counsel, and other stakeholders.
- Managing files and records: Organize and maintain legal files, ensuring that all documents are properly filed, labeled, and easily accessible. Maintain an efficient document management system and update case information regularly.
- Assisting with client communication: Act as a point of contact for clients, addressing inquiries, and providing updates on case progress. Maintain professionalism and confidentiality while effectively managing client relationships.
- Administrative support: Provide general administrative assistance, including answering phone calls, managing emails, and handling billing and invoicing tasks. Assist in maintaining the office's overall efficiency and contribute to a positive working environment.

June 2018 - Sept 2018

JG Skinner & Co, Clonmel - Summer Internship

Role

During my time as a legal intern I assisted with drafting and editing legal documents, ensuring accuracy and compliance with legal standards. I organised and managed case files, tracked important deadlines, and assisted with document production. Additionally, I conducted thorough legal research, analysing statutes, regulations and case precedents to support in developing effective strategies. The internship allowed me to gain practical experience and make a meaningful impact within the firm's operations.

Responsibilities

- **Case management support**: Organizing and maintaining case files, including document management, tracking deadlines, and updating case status. Prepared hearing and trial materials, including exhibits, witness lists, and case summaries.
- **Document preparation and review**: Assist in drafting and proofreading legal documents. Ensure accuracy, proper formatting, and adherence to legal guidelines.
- **Case file management**: Organize and maintain case files, including electronic and physical documents, ensuring all materials are up to date and easily accessible. Track important deadlines, court dates, and document filings. Assist with document production, indexing, and categorizing for efficient case management.

Non Legal Experience

Sept 2019 - Dec 2019

Royal Hospital, Donnybrook - Catering Assistant.

Role

I assisted in the preparation, cooking and serving of food and beverages to the patients of the Royal Hospital. I ensured that each meal corresponded with the nutritional requirements of each individual patient in the ward. I was responsible for washing dishes, cutlery and the kitchen floor on a routine basis so that the necessary health and safety standards were complied with.

Skills

Attention to Detail: Possessing a keen eye for detail allows for meticulous review and analysis of legal documents, ensuring accuracy and precision in all aspects of work. This skill enables thorough research and the ability to spot critical details that can significantly impact legal cases.

Time Management: Exceptional time management skills are crucial for prioritizing tasks, meeting deadlines, and effectively balancing multiple responsibilities. The ability to efficiently organize and prioritize work helps ensure that all assignments are completed in a timely manner without compromising quality.

Analytical Thinking: Strong analytical thinking skills enable the evaluation and interpretation of complex legal issues. This skill allows for the identification of relevant facts, the recognition of patterns, and the development of well-reasoned arguments. Analytical thinking helps in formulating effective legal strategies and providing sound legal advice.

Professionalism and Ethics: Upholding the highest standards of professionalism, integrity, and ethics is essential in the legal field. Demonstrating strong ethical principles, maintaining confidentiality, and behaving in a professional manner are fundamental personal skills that contribute to building trust with clients, colleagues, and stakeholders.

INTERESTS

Travel and Cultural Exploration: I am deeply passionate about travel and immersing myself in diverse cultures. I have actively sought opportunities to explore different parts of the world, including embarking on the Camino and visiting cities such as Pamplona, Burgos, and Nejara. These experiences will benefit my practice as a solicitor by giving me a broader cultural awareness and understanding and appreciation of global perspectives.

Rugby: I am an enthusiastic rugby player and have dedicated a significant part of my life to the sport. During my undergraduate years at Trinity College, I was a member of the rugby team. It was an incredible journey as we worked together and achieved a significant milestone by winning the All Ireland U20 Championship.

REFERENCES

Available on request.