

# Eimear Kinsella

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## Profile

I am a current FE-1 candidate with a number of years work experience in the legal industry. I am a detail-orientated, innovative, curious and determined person, and my degree in psychology has facilitated critical thinking and effective communication skills. I am presently seeking a legal traineeship at a commercial law firm and am interested in undertaking a paralegal or other relevant role prior to attending at Blackhall.

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## Employment History

***Legal Intern – J.D. Scanlon & Co. Solicitors, Tullamore***

***November 2018 – December 2019***

- Assisting legal research for associates and managing partner regarding, inter alia, food safety regulations, data protection, employment law, protected disclosures
- Briefing Counsel independently and under supervision of solicitor
- Attending at District, Circuit & High Court
- Independently addressing matters before County Registrar
- Scheduling meetings and taking client instructions
- Routine correspondence with solicitors, Counsel and clients
- Preparing medico-legal presentations using for delivery to health-care professionals
- Drafting contracts, health & safety applications and orders, tenancy notices, and debt proceedings
- Preparing and filing land registry, PIAB, licensing, and probate applications
- Reviewing contracts for sale and commercial property transactional documents
- Meeting deadlines and balancing commitments to multiple colleagues

***Legal Intern - Coleman Legal, Dublin***

***May 2017 – September 2018***

- Attending at Court, and to filings at court offices
- Public speaking skills through conference-based case management outlines for prospective clients
- Logical and strategic thinking in pressurised circumstances, including matters handled at Court
- Maintaining whole team communication within firm by facilitating meetings, verbal handovers to superior
- Autonomous correspondence with Counsel, opposing solicitors, and appropriate experts
- Autonomous, compassionate work with clients experiencing mental illness and trauma
- Monitoring and maintaining progress on large volume of instructions for multi-party action
- Participation in team meetings with managing partner and Counsel for multi-party action
- Screening prospective clients and referring to practice solicitors with appropriate expertise
- Ad-hoc administrative tasks, including: dictation, filing, scheduling, compilation of briefs

**Music Tutor & Performer - Independent****May 2019 – September 2020**

- Music tutor and performer at Irish music festivals & various events

**Retail Assistant - Cahill Jewellers, Tullamore****December 2014 – December 2019**

- Handling monies, cash register, till roll, stock deliveries and inventory
- Assisting customers of a family-run outfit with purchases, repairs and order issues
- Creativity and innovation required to advertise and sell merchandise

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**Education**

- FE-1 Candidate (7 passes obtained to date) – Law Society of Ireland Present
- Dip. Music Business specialising commercial agreements, licensing, IP - BIMM Dublin Present
- Associate of Music Performance (Violin) - Trinity College London 2018
- BA Psychology - University College Dublin 2014-2017
- Leaving Certificate - Ursuline Secondary School, Thurles, Co. Tipperary 2014

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**IT Skills**

- Proficiency in Microsoft Office, Legal Evolve, Keyhouse and Expd8 software
- Experienced user of online portals including PIAB, CRO, PRA, Revenue, and Courts Services online

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**Interests and Memberships**

- Active member of Youth Advisory Panel and Youth Research Council Jigsaw Ireland Present
- Volunteer Society of St. Vincent de Paul, UCD 2014-2017
- Member DIT Symphony Orchestra 2015
- Member National Youth Orchestra of Ireland 2013-2014

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**Accolades & Achievements**

- Participant in Jigsaw Youth Talk, We Listen National Conference 2020
- Drafted 'Return to Workplace COVID-19' policies for local firm 2020
- Scholar of University College Dublin Symphony Orchestra 2014-2017
- Leader Irish Midlands Youth Orchestra 2008-2015
- 3 Royal Irish Academy of Music High Achiever awards
- RIAM silver and gold medallist

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**References**

Referees available upon request