**Elise O’Neill**

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**Profile**

Recent University of Limerick Bachelor of Laws (Law Plus) graduate seeking to secure a legal position to further skills and knowledge developed through University and varied work experience in legal, financial services and retail industry.

**Education**

**2013 – 2017: Bachelor of Laws (Law Plus**) - **University of Limerick.**

* First Class Honours Grade 1.
* Minor in Psychology.
* B1 or higher in 12 out of 16 legal modules counted towards QCA.
* A1 in Final Year Project on the Assisted Decision Making Act 2015.

**2007- 2013:**  **Mercy Heights, Skibbereen, Co. Cork.**

* Achieved 420 points in the Leaving Certificate.

**Professional Experience**

**August 2017 – Present: Junior Legal Executive – O’Brien Lynam Solicitors, Co.Dublin**

Duties include:

* Supervising a large number of client portfolios under a strict time frame.
* Drafting, amending and reviewing records for accuracy and completion.
* Scheduling title which has allowed me to become familiar with a number of legal documents.
* Proactively managing the departments filing system and mailbox.
* Screening calls and liaising with many internal teams.
* Working to strict deadlines and prioritising workloads.

**January 2016:** **Legal Intern - O’Donovan Murphy Solicitors, Bantry, Co. Cork.**

Duties included:

* Opening new files.
* Assisting conveyancing department by reviewing and collating legal documents such as closing documents, title deeds and power of attorney.
* Assisting conveyancing and property department with other miscellaneous tasks.
* Attending local District Court.
* Attending solicitor client meetings.
* Reviewing and collating pleadings.
* Preparing briefs for Court.
* Drafting letters and other documents.

**June 2015 – December 2015:** **Reconciliations Analyst - Northern Trust, Co. Limerick.**

Duties included:

* Ensuring all reconciliation breaks are cleared.
* Contacting clients causing the breaks.
* Liaising with Reconciliations team and other internal teams to further their/our objectives.
* Ensuring that the reconciliations team mailbox was up to date and that all emails were responded to and filed.
* Submitting daily reports giving details of outstanding subscriptions using excel.
* Training new employees.
* Working with management on any allocated projects.
* Participating in a group project which was presented to the company’s Country Head.

**November 2012:** **Legal Intern - Shane McCarthy Solicitors, Co. Cork**

Secondary School Work Placement with the following duties:

* Attendance at local District Court.
* Drafting letters.
* General administration.

**Other Work Experience**

**Sept 2010 – July 2017: Junior Manager** - **Pierce Hickey Newsagents, Co. Cork**

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**Achievements**

* Recipient of the President’s Letter from University of Limerick.
* Raised €2,000 for and volunteered for one month at Tír na nÓg Orphanage, Boman'gombe, Tanzania.
* Recipient of the Mercy Heights Group Voluntary Work Award.
* Winner of the All-Ireland Briary Gap Drama Group Competition.
* Winner of All-Ireland Solo Singing in Scór Na nÓg.
* Class representative for Law Plus.
* Conference coordinator of UL Law Society in fourth year and active member over four years.
* Captain of Ilen Rovers U18 Ladies Football team.

**References**

Available on request.