**CURRICULUM VITAE – ELIZABETH MAHON**

12 Herberton Park, Rialto, Dublin 8

**E:** [Elizabeth.mahon.1@ucdconnect.ie](mailto:Elizabeth.mahon.1@ucdconnect.ie)

**M:** 087 0647235

**EDUCATION**

**FE-1s:**

**March – October 2021**

Passed 8 FE-1s

**University College Dublin**

**2016 – 2020**

Bachelor of Business and Law (BBL)

Second Class Honours, Grade 1 (2:1)

**Our Lady’s Bower, Athlone, County Westmeath**

**2009 – 2015**

Leaving Certificate, 540 points

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**LEGAL WORK EXPERIENCE**

**LK Shields Solicitors LLP, 38 Mount Street Upper, Dublin 2**

**April 2022 – Present**

*Paralegal*

* Working with the litigation team in preparing legal briefs and e-briefs for counsel and court;
* Drafting schedules of title documents ;
* Carrying out research on behalf of the employment team; and
* Taking attendance on client meetings.

**Compton Solicitors, 30 Pembroke Street Upper, Dublin 2**

**January – April 2022**

*Legal Intern*

* Drafting letters and side letters for clients;
* Taking attendance for meetings; and
* Preparing legal briefs for counsel.

**Hoey and Denning Solicitors LLP, Tullamore, County Offaly**

**2021**

*Legal Secretary*

* Working closely with solicitors to manage all legal secretarial work such as drafting letters and maintaining client files;
* Organising and updating filing systems in the legal case manager; and
* Responsible for all front of desk activities including greeting clients and answering the phone.

**OTHER WORK EXPERIENCE**

**Treat Coffee Shop, Imaal Mart, Cabra, Dublin 7**

**2016 – 2021**

*Barista and Waitress*

**III Forks Steakhouse, Chicago, Illinois, USA**

**June – August 2019**

*Server and Hostess*

**INTERESTS AND ACHIEVEMENTS**

* Enjoy reading and travel (worked in USA on J-1 visa, worked in Vancouver on a Canadian work visa);
* Team member and captain of Our Lady’s Bower hockey team, and
* 1st place in the Munster and 2nd place in the national competition of Junk Kouture, 2013.

*Academic and professional references available upon request.*