Emma O’Hara

Apartment 19, Sauls Court, Cows Lane, Dublin| +44 7540078509 | emmao.hara@hotmail.co.uk

**Work Experience**

**July 2018 – Legal Secretary at Byrne Wallace Law Firm**

**Present**

* I was initially recruited as Secretarial Support to the Health Services Department, however I quickly progressed to become a Legal Secretary in September 2018, thereby working for two Fee Earners, one being a Senior Partner
* On a daily basis I draft Notices, Orders and Affidavits, whilst also completing large volumes of Dictaphone typing and maintaining file management
* I am required to be extremely well organised and to be able to prioritise and manage my time effectively in order to ensure that all of my tasks and duties are completed within the requisite strict timeframes

**August 2017** **Legal Intern at A&L Goodbody, Belfast**

* I was involved with reviewing and documenting evidence to be used in cases. I also assisted with work on a pro bono legal research project regarding the impact of Brexit on children's rights, thereby strengthening my legal research and drafting skills
* I further developed my time management and organisational skills, as I had to prioritise tasks and manage my own workload. I enjoyed the responsibility given to me on this internship and I relished the opportunity of working on live cases

**September 2016** **Pro Bono** **Legal Research Intern at Slater and Gordon, Manchester**

* I was required to research complex legal queries on a wide variety of topics, ranging from cases concerning personal and family law, to consumer law and civil litigation
* This internship greatly strengthened my legal research skills. I learned how to analyse information from different sources and then apply it to the case at hand
* I strengthened my legal drafting skills as my legal advice had to be wholly accurate while being concise and easily understood by the client

**July 2012** **Paid Legal Intern at Citigroup, Gateway Offices, Belfast**

* My responsibilities included the formatting of ISDA master agreements and ensuring they were correctly signed and posted
* I was also tasked with carrying out legal research, thereby strengthening my analytical skills
* I learnt about the importance of confidentiality, professionalism and teamwork. I also developed strong time management and organisational skills

**Other Relevant Work Experience**

**October 2015 – June 2017 Senior Student Ambassador, Manchester Metropolitan University**

* This role involved working at the various open days at the University, representing the Law School
* With over 10,000 guests at some open days, I had to be organised and manage my time effectively
* This role gave me excellent experience of public speaking, for instance when giving guided tours around the University, or when giving presentations

**January - February 2017 Telephone Interviewer, Manchester Metropolitan University**

* I was required to talk easily with a wide range of graduates and engage them in a focussed telephone interview about their experience at the University
* I had to maintain accuracy and attention to detail when typing notes during the telephone conversations
* I further developed my time management skills as I was required to complete a set amount of interviews each shift, which I often exceeded

**January – July 2014 Au Pair, Paris, France**

* Before going to university, I moved to Paris where I worked as an au pair. I looked after three French children, aged three, six and eight
* I was able to express my creative and imaginative side when thinking of games and activities to play with the children
* I thoroughly enjoyed living abroad and getting to experience a new culture

**Education**

**2017– 2018 Trinity College Dublin**

 **LL.M (2.1)**

Modules: International Law, National Security Law, Transitional Justice, Refugee Law, Judicial Review and Human Rights: Theory and Practice, and Law and Bioethics

**2014 – 2017** **Manchester Metropolitan University**

 **First Class Honours LL.B**

1st Year modules: Contract Law, Public Law, Tort Law and Law and Society

2nd Year modules: Law of the European Union, Land Law, Criminal Law and my chosen elective of Human Rights Law

3rd Year modules: Equity and Trusts and my chosen electives of Medical Law and Ethics, Mooting and Succession

**2014**  **Gap Year**

I took a gap year after my A Levels and went to Paris to work as an au pair from January to July 2014

**2011 – 2013** **Belfast Metropolitan College**

 A Levels: Business Studies (B), Sociology (B), English Literature (C)

**2006 – 2011 Our Lady and St Patrick’s college, Knock**

10 GCSEs, all grades A\*-C including English (A\*) and Mathematics

1 A\* , 2 A’s , 5 B’s , 2 C’s

I hold a full and clean UK driving licence.