

Emma O'Hara

31 Ovoca Road, Portobello, Dublin | 085 235 2821 | emmao.hara@hotmail.co.uk

Education

- 2017– 2018** Trinity College Dublin - LL.M (2.1)
- 2014 – 2017** Manchester Metropolitan University - LL.B (1.1)
- 2011 – 2013** Belfast Metropolitan College
- 2006 – 2011** Our Lady and St Patrick's College, Knock

Legal Work Experience

July 2018 – Present Legal Secretary at ByrneWallace Law Firm

- I support two Fee Earners, one being a Partner, in the Health Services Department, therefore I have developed strong multitasking skills and I am able to manage competing priorities and a heavy workload within a very busy and dynamic department
- On a daily basis I draft legal documents such as Orders, Notices and Affidavits, thereby demonstrating my strong writing skills and attention to detail
- I also demonstrate my interpersonal and communication skills by liaising with multiple parties each day, including our clients, respondent's legal teams, judicial personnel and the team within ByrneWallace
- Through Project Homegrown, I have worked closely with my Mentor, Patrick McClean, to assist with legal research on a wide variety of complex matters. This research has then been included in letters of advices issued to clients
- Other trainee-type tasks I have partaken in include the lodging of documents in Court and also the preparation of documents to be served on respondents

August 2017 Legal Intern at A&L Goodbody, Belfast

- I worked in five different departments during my internship, thereby gaining significant exposure and experience across various practice areas
- 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 analytical 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 quickly 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 Legal Intern at Citigroup, Gateway Offices, Belfast

- I was placed within the contract negotiation team
- My responsibilities included the formatting of ISDA Master Agreements
- I was also tasked with carrying out legal research on a variety of topics, thereby strengthening my analytical skills
- I learnt about the importance of confidentiality, professionalism and teamwork. I also developed strong time management and organisational skills from managing my own workload

Other Work Experience

October 2015 – June 2017 Senior Student Ambassador and Peer Mentor, Manchester Metropolitan University

- Being a Senior Student Ambassador involved working at the various open days at the University, with the responsibility of representing the Law School
- This role gave me excellent experience of public speaking, for instance when giving presentations to the prospective students and their families, or when giving guided tours around the University
- Working as a Peer Mentor involved acting as a support to the first-year students and helping them to settle into life at the University. We provided revision workshops and also drop-in sessions to help offer advice on any University-related queries they had

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