Eoin Naughton

**LITIGATION PARALEGAL**

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**CAREER SUMMARY**

Highly motivated and adaptable legal professional with a passion for law. Offering a solid foundation in legal research, meticulous attention to detail, and practical communication skills. Aspiring to transition into a challenging trainee solicitor role. Ability to leverage experiences in drafting legal correspondence, managing administrative tasks, and collaborating seamlessly within a team environment. Committed to meeting deadlines and assisting team members where needed. Eager to prove dedication and ability.

**EDUCATION**

**FE1 Examinations /** Law Society of Ireland *2021 - Present*

*Property Law / Tort Law / Criminal Law / Contract Law*

**LLM International Business Law /** Maynooth University *2019 - 2020*

*(Hons)*

**BA Economics /** University College Dublin *2015 - 2018*

*(Hons)*

**SKILLS**

* Attention to Detail
* Compliance
* Multitasking
* Administrative Proficiency
* Research Proficiency
* Time Management
* Customer Service
* Communication
* Cost Control
* Customer Service
* Analytical Skills
* Relationship Building

**PROFESSIONAL EXPERIENCE**

**PARALEGAL – LITIGATION & DISPUTE RESOLUTION *Aug 2022 – Present***

**ByrneWallace LLP**

***Core Responsibilities:***

* Proficiently drafting correspondence and maintaining effective communication with clients and other stakeholders.
* Conducting comprehensive research for ongoing cases, ensuring thoroughness and attention to detail.
* Managing billing processes and preparing court documents, displaying administrative proficiency when required.
* Mastering multitasking by prioritising tasks based on importance and effectively delegating responsibilities.
* Meeting deadlines consistently, demonstrating strong time management abilities.
* Playing a pivotal role in a mediation case by contributing to the establishment of timeline documentation and facilitating trial preparation.
* Adding new clients to the system while ensuring compliance with established protocols.
* Skillfully drafting various forms of written communication, such as correspondence, letters, and reports, emphasising attention to detail and written communication skills.
* Taking on responsibilities for invoice management and other administrative tasks.
* Collaborating seamlessly with the team, exemplifying dedication and teamwork.

**LEGAL INTERN – COMMERCIAL PROPERTY *Feb 2022 – Aug 2022***

**Orpen Franks Solicitors**

***Core Responsibilities:***

* Demonstrated strong analytical skills and attention to detail while conducting thorough legal research, ensuring adherence to GDPR requirements.
* Showcased efficient time management for meeting deadlines and maintaining high-quality work.
* Built and maintained client relationships through effective communication and attendance at meetings.
* Offered support to various departments, including Litigation, Family Law, and Private Clients, for immediate attention when required.

**WORK EXPERIENCE *Jul 2017 – Aug 2017***

**Eversheds Sutherland**

***Core Responsibilities:***

* Supported the commercial department of a global law firm by attending client meetings and meticulously recording discussions.
* Organized client documentation methodically, cross-referencing materials and maintaining a chronological order to establish event timelines.
* Utilized e-discovery software to assist senior solicitors in retrieving essential documents.

**WORK EXPERIENCE *Jun 2017 – Jul 2017***

**A.C Forde & Co. Solicitors**

***Core Responsibilities:***

* Assisted the litigation and conveyancing departments at a general practice firm under the guidance of a senior solicitor.
* Received mentorship to grasp the procedural intricacies and apply them to assigned tasks.
* Supported senior solicitors in document preparation for court appearances and client interactions.
* Prepared and meticulously reviewed affidavits, ensuring alignment with client statements and admissibility in court.
* Attended court proceedings and ensured the timely filing of essential documents.
* Maintained and organised deed archives for the conveyancing department, including cross-referencing and chronologically arranging client documents.

**OTHER PROFESSIONAL EXPERIENCE**

**Allied Irish Bank *Apr 2021 – Feb 2022***

**Powerscourt Hotel *Apr 2019 – Apr 2020***

**Life Style Sports *Jun 2018 – Apr 2019***

**Woodies DIY Carrickmines *Apr 2016 – Apr 2017***

**ATC Language & Travel *Jun 2015 – Aug 2015***