Eoin Naughton

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**CAREER SUMMARY**

I am a highly motivated and adaptable legal professional with a passion for law. I possess excellent communication skills, research ability and practical skills including teamwork and time management. Having spent time performing different roles in the legal industry I aspire to transition into a challenging trainee solicitor role. I believe that I possess the ability to leverage experiences as a paralegal in drafting legal correspondence, managing administrative tasks, and collaborating seamlessly within a team environment. I consistently meet any deadlines imposed upon me and assist team members enthusiastically where needed. I am eager to further prove my dedication and ability in what I have seen to be a stimulating and professionally rewarding environment for trainee solicitors.

**EDUCATION**

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

*Property Law / Tort Law / Criminal Law / Contract Law /Company Law / EU Law/Equity & Trusts*

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

*Second Class Honours*

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

*Second Class Honours*

**SKILLS**

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

**PROFESSIONAL EXPERIENCE**

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

**ByrneWallace LLP**

***Core Responsibilities:***

* Proficiently drafting and amending correspondence, reports and pleadings and maintaining effective communication with my fee earners, other support staff and clients as necessary
* Assisted in the preparation of an Article 26 Reference by the President to the Supreme Court, including preparing booklets of authorities, supplemental authorities, filing booklets and other pleadings, corresponding with various state bodies and counsel with whom we were making the application. This required long hours of work to ensure that materials were prepared and filed in accordance with strict deadlines.
* Assisting in ongoing litigation involving some of the largest organisations in the State, including preparing various court booklets, including books of pleadings, case management booklets and preparing for mediation prior to trial by creating summary documents relevant to the case.
* Preparation of witness statements for public bodies, including liaising with witnesses to make initial contact, attending meetings with said witnesses and drafting accurate attendance notes of any meetings to update witness statements as required.
* Maintaining an up-to-date litigation tracker for a Public Health body, consisting of hundreds of cases, including claims of privacy breach, personal injury and CJEU litigation, which is used to prepare a weekly report to be sent to the client.
* Assisting with translation for French speaking clients on several occasions and ensuring any queries are properly attended to.
* Promptly filing various pleadings in various court offices, including the Central Office of the High Court, the List Room of the High Court and the Office of the Supreme Court, often to meet strict deadlines.
* Drafting and filing Appearances in various personal injury cases.
* Drafting correspondence in email and letter form to various stakeholders, including clients, witnesses and opposing counsel.
* Creating and maintain trackers of ongoing cases, including the receipt of correspondence, documents such as witness statements and any documents or correspondence that we have sent.
* Conducting comprehensive research for ongoing cases, ensuring thoroughness and attention to detail.
* Managing billing processes and adapting to the requirements of various clients.
* Effectively prioritising tasks by engaging with my fee earners and where appropriate effectively delegating certain tasks responsibilities.
* Effectively communicating with various fee earners to ensure the efficient completion of tasks.
* Meeting deadlines consistently, demonstrating strong time management abilities.
* Adding new clients to the system while ensuring compliance with established protocols.
* Collaborating seamlessly with the team.

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

**Orpen Franks Solicitors**

***Core Responsibilities:***

* Corresponding with clients and other stakeholders, including local authorities and opposing solicitors in a busy commercial property department.
* Preparation of closing document to be sent to other party’s solicitors under strict time pressure when required.
* Showcased efficient time management for meeting deadlines and maintaining high-quality work.
* Attended client meetings on various occasions, taking accurate attendance notes.
* Provided 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.
* 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***

Pursuits & Interests

* Active member of Old Wesley Touch Rugby Club
* Active member of Solemates Run Club
* Active member of Delgany Golf Club
* I enjoy cooking and baking
* I enjoy travelling and learning about different cultures.