

Erica O'Neill

2 Malahide Marina Village, Malahide, Dublin

ericafoneill@gmail.com

0870668570

Professional Summary

I am committed to advancing my legal career by balancing my professional and work-related responsibilities alongside my FE-1 studies, having successfully passed three examinations. I am a motivated, results driven individual with a proven track record of achieving high standards in both team settings and independent roles. My strong communication and problem-solving skills, combined with my adaptability to changing environments, enable me to thrive under pressure. I am eager to learn and excel in collaborative environments, bringing a positive and hardworking attitude to every challenge.

Education

Law Society of Ireland

FE-1 Examinations

2022-Present

- **Examinations Passed** – Tort Law, Criminal Law, Contract Law.
- **Next Examination** – Property Law, 9 October 2024 (awaiting results).

Trinity College Dublin

Master of Laws (LL.M. General Law)

2021-2022

- **Relevant Modules** – Contemporary Issues in International Law, EU Consumer Law, Globalisation and the Law, National Security Law, Patent Law in the Globalized World, Contemporary Issues in EU Law.
- **LL.M. Dissertation** – “Does the use of Data Retention and Surveillance constitute an infringement on an individual’s Human Rights?”
- **Achieved Grade** – **2.1 Honours Degree**

Dublin City University

BSc Economics, Politics and Law

2018-2021

- **Relevant Modules** – Constitutional Law, Contract Law, Employment Law, Criminal Law, Tort Law, Property Law, European Union Law, The Irish Legal System, Company Law, Family Law, Administrative Law, Law of Evidence, Jurisprudence.
- **Achieved Grade** – **2.1 Honours Degree**

Institute of Education

Irish Leaving Certificate

2017-2018

- **Classes** (all sat at higher level) – Biology, Geography, Art, French
- **Achieved Grade** – 434 Leaving Certificate Points

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Work Experience

McInnes Dunne Murphy LLP

Legal Intern, Dublin, June 2023-September 2024

- Supported a team of four Partners, a Senior Associate and Legal Consultant with a variety of legal tasks.
- Participated actively in client-partner meetings, enhancing client relations by shadowing senior colleagues.
- Prepared books of Papers for Counsel, the Workplace Relations Commission and the Labour Court.
- Acted as a point of contact between clients and partners, ensuring effective communication.
- Multi-tasked when necessary by covering reception and phone duties as needed, alongside my daily responsibilities.
- Successfully responded to a Data Subject Access Request, completing the end-to-end redaction process, under the review of the Senior Associate.
- Attended meetings and Court hearings as a note-taker, ensuring accurate records were taken and stored correctly.
- Conducted research on employment, immigration and corporate law, contributing to case strategy.
- Filed documents in the Four Courts on behalf of the firm, ensuring compliance with Court procedures.
- Maintained the firm's filing system, archiving documents efficiently, and creating an Excel sheet to accurately catalogue archived materials.
- Assisted in drafting a PowerPoint presentation for a Partner's online lecture on the importance of social media in the workplace for Legal Island.

Sutton Cross Pharmacy

Sales Assistant, Dublin, May 2021- June 2023

- Accepted and processed cash, cheque, card, and mobile payments using the POS system.
- Greeted customers and aided with selecting merchandise, finding accessories and completing purchases.
- Received and processed product returns.
- Shelved and merchandised new products in visually appealing, organised displays to engage customers.
- Prepared medical prescriptions for review by the pharmacist.
- Filed all paperwork concerning various payment schemes and sent all paperwork to the HSE for effective record keeping.
- Maintained impeccably high standards, store presentation and hygiene.
- Fostered positive relationships with customers to enhance loyalty and retention.
- A previous key holder to the pharmacy, responsible for opening and closing the premises.

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Thornton Park Sport Horses

Stable Hand/Groom, Dublin, May 2020-2021

- Retained records to monitor horse welfare.
- Raked, cleaned, and swept stables.
- Fed, groomed and exercised horses daily.
- Built strong working relationships with fellow stable hands and riders for team collaboration.
- Adapted to inclement weather and flexible shift schedule.

Relevant Skills

- Proficient in Word, Excel and PowerPoint.
- Experienced in Legal Evolve. On the legal management system, I successfully filed and archived soft copy documents, drafted invoices and letters, sent documents to colleagues via internal mail, exported existing documents onto the system, created e-briefs and effectively managed my time keeping and charging.
- Well versed in Adobe Acrobat and Adobe Acrobat Pro. Utilised the redaction tool on Adobe Acrobat Pro to complete the response to the Data Subject Access Request.

Other Interests

- Horse riding. I have competed in numerous Showjumping Ireland competitions which has allowed me to travel to various counties across Ireland. I have placed in national competitions ranging from 1st to 6th place. Recently, in May 2024, myself and my riding club team, Boyneside Riding Club, took part in the RDS Dublin Horse Show Qualifiers where we placed 3rd. I have diligently competed for six years since buying my own horse in 2018; however, horse riding has been my main hobby since I was five years old.
- Drawing and painting. I entered numerous art competitions in secondary school, where I selected art as a subject from 1st year to 6th year. I was chosen for the hair, makeup, and costume design team for my 4th year musical in school. I still actively draw and paint in a personal capacity.