**Personal Profile**

I am a kind, empathetic and hard working person. I am currently a legal assistant in Mason Hayes & Curran Solicitors in the Medical Law Department. I have had this position since January 2023.

I have completed all eight FE1s as of the Autumn 2022 sitting. I am interested to work in all areas of general practice. I am capable of working alone or in a team. I am diligent and punctual and always help those around me.

 **C.V**

Fionnuala O'Brien
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**Education & Training**

2019-2021: University College Dublin, Dublin 4 Level 9 Second Class Honours, Grade 1 (2.1) Masters of Common Law (MCL)

2016-2019: University College Dublin, Dublin 4 Level 8 Second Class Honours, Grade 1 (2.1) Bachelor of Arts; Majored in Politics & International Relations and Sociology (BA).

2013-2016 Institute of Education, Lower Lesson Street, Dublin 2

2010-2013 Sutton Park School, St Fintans road, Sutton, Dublin 13

Leaving Certificate 2016:

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| --- | --- | --- |
|  **Subject**  |   **Level**  |  **Grade**  |
|  Irish  |  Higher  |  C3 |
|  English  |  Higher  |  B3 |
|  Mathematics  |  Higher  |  E |
|  History  |  Higher  |  C2 |
|  French  |  Higher  |  D3 |
|  Chemistry  |  Higher  |  D3 |
|  Biology  |  Higher  |  D2 |

**Employment History**

30 January 2023 - present: Legal assistant in Mason Hayes & Curran LLP.

I have worked as a legal assistant in the medical department in Mason Hayes & Curran LLP for almost nine months. My daily tasks include generating briefs, drafting letters to experts and counsel, filing motions and pleadings, handling radiology, generating chronologies of medical records, taking minutes of fortnightly meetings, taking attendance notes with experts and/or counsel. In April, I was assigned a task of creating two separate database of costs for one of our clients. One for our team, giving relevant background to each case along with cost breakdowns, and another for our client curtailed to information they wanted. It has been my job since to manage these databases, with our client specific one going to them every week with updates.

Since August 2023, I moved to the role of working exclusively for this same client. The additional work I do involves drafting weekly updates for the client, informing them of new cases, new pleadings being served on present cases along with upcoming dates for trials and mediation. I also am in charge of generating a more thorough monthly update, such as a summary list of when cases have settled, costs and updates on any outstanding apportionment issues. I also facilitate my colleague also working exclusively for the same client with correspondence with other solicitor firms along with liaising with the client’s paralegals regarding relevant medical evidence.

I have learnt an extortionate amount in this role. I have learnt to work well under pressure and towards a fast turnaround. I have been noted by my management for my meticulous attention to detail along with my adaptability. I believe this role has provided me with an excellent foundation in becoming a trainee solicitor.

**Work Experience (Voluntary)**

Summer’s 2014, 2015, 2016 Medical secretary assistant

I worked in the Hermitage Medical Clinic for the summers of 2014, 2015 and 2016 as an assistant to a medical secretary. The work that I did everyday included organizing filing in the office, making phone calls, dealing with enquiries, managing post and fax systems, scheduling patient's appointments and referrals and handling payments during the clinics. This experience was a good first introduction into how an office operates and how to adapt to any new situations that may arise.

**Key Achievements**

• Received Honours in the Final Proficiency Grade from the Irish Board of Speech & Drama in 2015.

• Received honours and completed up to Grade 5 in piano from the Royal Irish Academy of Music in 2015.

• Completed the Gaisce bronze programme in Transition Year 2014.

• Completed the ECDL (European Computer Driving Licence) course in 2014.

•Won two gold medals in the Northside Dublin Hockey League in 2012 and 2013.

• Received the Student Citizenship Award in the year’s 2011, 2012 and 2013 from Sutton Park School.

• Completed the Peer Mediation programme in 2009 from St. Oliver Plunkett Primary School.

**Key Skills**

• Have a full driving licence .

• Reading and computer literate – proficiency in word and excel.

**Interests/Hobbies**

I played hockey whilst in school and still enjoy films and plays due to my love of speech and drama growing up. My favourite pastime is reading and I try to read at least ten books a year. I enjoy music and going to concerts and swimming.

Any request for references or official transcripts can be made.