

Professional Profile

- I have successfully completed 7 of 8 FE1s (Contract, Constitutional, Criminal, Company, Equity, Tort and Property) I'm currently awaiting the results of my final F1 exam (EU), due out in November 2015.
- I have gained extensive legal work experience working in three law practices over the past 2 years.
- Experience across wide range of various aspects of law having worked across Debt Recovery, Litigation, Family Law, Probate, Conveyancing, Ward of Court, Licensing, Criminal and others.
- Eager to build upon my existing experience and begin a traineeship in one of Ireland's top law firm.

Work History

<p><i>Legal Assistant</i> Bloom Solicitors</p> <p>July 2015 – Present</p> <p>Part time</p>	<p>Bloom Solicitors works as solicitors for two large Irish financial institutions. So far my work has focused on debt recovery. I am due to start working on a high profile Court of Appeal case in November. Since October I work two days per week in this office, while working three days in Sean Gallagher & Co, giving me a range of experience while working on a variety of different cases and clients.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Drafting demand letters to customers in debt to our clients. • Advising customers on their legal liabilities and obligations. • Communicating with our clients in financial institutions to seek instructions, provide updates on over 400 open customer files. • Drafting and filling documentation for obtaining judgements.
<p><i>Legal Assistant</i> Sean Gallagher & Co. Solicitors</p> <p>October 2015 –Present</p> <p>Part time</p> <p>April 2015 – July 2015</p> <p>Full time</p>	<p>Working as an assistant in an office of four solicitors. The work covers a wide range of issues such as debt collection, personal injuries, ward of court cases, licensing and others. Role involved representing both plaintiffs and defendants. I am currently to sole point of contact in our office for a client who is defending a High Court debt case. I also communicate with counsel and the opposing side's solicitors.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Prepare briefs and other documents for counsel, judges and experts. • Draft Summonses, Affidavits and other pleadings and serving same in the Four Courts • Drafting letters to opposition solicitors, hospitals, doctors, etc. requesting medical records and other documentation. • Reviewing Discovery documentation, to include medical records, personnel files etc. • Experience dealing with different offices in the Four Courts including the Central Office, Stamping Office and Circuit Court Office. • Attending court to advise on files that I am familiar with. • Communicating with clients, counsel and opposing solicitors on various cases.
<p><i>Legal Assistant</i> Padraig Murphy Solicitor</p> <p>November 2013-October 2014</p> <p>Part time</p>	<p>Working one on one with the principal in preparing cases for trial. Primarily representing plaintiffs in personal injuries claims but also in other areas such criminal road traffic, family law, conveyancing, and probate.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Similar to the responsibilities I have working with Sean Gallagher & Co. • Experience dealing with the Conveyancing and Probate Offices.

<p><i>Customer Service Advisor and Floor Supervisor</i> Permanent TSB</p> <p>2006-2014 Full-time and part-time</p>	<p>I worked in Open24, Permanent TSB's telephone and internet banking section, both full-time and part-time depending on University and other commitments. I left in 2014 to study for my FE1s and pursue further legal based work experience.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Customer liaison, dealing with customers' general banking queries and requests. • Role involved attention to detail, patience, problem solving and good customer relation skills. • Worked cross functionally with different departments to ensure customers' needs were met and any issues addressed. • Solely responsible for supervising the floor in the evening times - this involves dealing with call escalations, colleague queries and taking responsibility for running call centre. A role that very few advisors were chosen to do. • Due to the high regard of my work I was often asked to take part in extra-curricular tasks. Notably, advising on building PTSB's new online banking website. Several of my suggestions have since been implemented. • I was nominate for 'Customer Service Advisor of the Year' in the first annual Permanent TSB awards in 2014.
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Education

FE1s

- Completed 7/8 FE1s
Contract, Constitutional, Criminal, Company, Equity, Tort and Property
- Awaiting on results for final FE1 (EU) due out November 2015.

University

- 2006-2010 University College Dublin
- Bachelor of Arts in English and Greek & Roman Civilization (2.2 Honors)

Secondary

- St Michael's College, Donnybrook - completed Leaving Certificate in 2005

Other Interests

My main interests outside of work would be martial arts. I have trained and competed number of different martial arts including boxing, kickboxing and Jiu Jitsu for the last 10 years. Competing in tournaments both at home and abroad in various different types of martial arts.