

Genevieve O'Mahony

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Profile

I am strategically minded, detail orientated, motivated and results-driven. Having completed my Post-graduate Diploma in Law with the Law Society and eight FE1s, I am now seeking a training contract. I am eager to advance my skills and legal interests as a Trainee Solicitor, building on my experience as a Legal Executive and Paralegal.

Education

2015 - 2016 Postgraduate Diploma in Law, The Law Society of Ireland
2010 - 2013 B.A. in Irish and History (*with 2.2 Honours*), University College Dublin
2005 - 2010 Ursuline Secondary School, Thurles, Co Tipperary, 505 points

Work Experience

- 2020 - Present **Policy Advisor, Cllr David Fitzgerald, Kilkenny**
- Carry out research into local, regional, national and international issues as required and ensure Cllr Fitzgerald is made aware of any relevant matters.
 - Preparing briefing notes on topics for meetings with lobby groups.
 - Compose speaking notes for use in the council chamber, constituency events and other forums.
 - Draft press releases, liaise with party press office and assist in the production of social media content.
 - Develop policy documents, most notably a working paper on how Ireland can adopt the New Zealand agricultural model in order to reduce carbon emissions in line with the terms of international commitments.
- 2019 - 2020 **Legal Executive, Pearse Mehigan & Co Sols, Dún Laoghaire**
- Legal Executive in a busy general practice firm specialising in Probate, Conveyancing and Litigation.
 - Prepared and lodged documents into the Property Registration Authority.
 - Scheduled title deeds and prepared applications for first-time registration, dealt with Land Registry queries arising thereafter.
 - Proficient in Cort, raised and replied to requisitions on title.
 - Liaising with solicitors, management company and estate agents.
 - Drafted and lodged probate documents into the Probate Office including Wills, Oaths and Inland Revenue Affidavits (CA24).
 - Liaised with clients and other parties throughout ongoing cases or transactions, often acting as the main point of contact.
 - Prepared briefs for counsel prior to motions and hearings in various matters including personal injuries, medical negligence and defamation cases.
 - Attended barristers during client consultations prior to hearings, as well as for motions and full hearings in the Circuit Court and High Court.
 - Filed and stamped documents in the offices of the Courts.
 - Undertook research, discovery and legal analysis for ongoing cases.
 - Prepared pleadings, discovery documentation and other legal documents.
 - Attended consultations with clients both alone and with senior solicitors.

- 2018 - 2019 **Paralegal, McDowell Purcell, Capel St., Dublin 1**
- Paralegal in Corporate, Commercial and Renewable Energy department during busy period (included a secondment to the Competition and Consumer Protection Commission (CCPC)).
 - Part of a team that successfully closed a multi-million Euro wind farm sale whilst progressing multiple other transactions.
 - Assisted in managing / managed the CP checklist.
 - Undertook contract review as part of due diligence.
 - Prepared Company Registration Office filings.
 - Researched and advised clients on legal issues surrounding Brexit.
- 2017 - 2018 **Legal Executive, Keans Solicitors, Dublin 2**
- Initially hired as a secretary working in Litigation, Conveyancing and Probate. Promoted as head Conveyancing and Probate Secretary and subsequently progressing to the role of Legal Executive.
 - Refined computer skills including proficiency in Microsoft Word, Excel, Outlook and Access.
 - Prepared briefs for Counsel.
 - Assisted senior solicitors on the purchase and sale of commercial and residential properties.
 - Drafted invoices.
- 2014 - 2017 **Front Office Supervisor, Newpark Hotel, Kilkenny**
- Initially hired as a Junior Receptionist and progressed to Front Office Supervisor.
 - Responsible for checking in and out guests, billing, reservation, charges, safe lodgement, reservation and sales.
 - Maintained standards and customer service to the highest level.
 - Prioritised tasks, worked with schedules and managed resources to meet deadlines whilst remaining focused on team goals in a fast-paced environment.
 - Responsible for the smooth running of the very busy front office department in conjunction with the Front Office Manager, including drawing up the rota.
 - Acquired the ability to develop relationships to accomplish team goals coupled with dealing effectively with difference of opinion and conflict management.
 - Implemented new training solutions, including new SOPs and by giving feedback. This led to a 60% increase in employee satisfaction.
- 2010 - 2014 **Sales Assistant, King's Shoes, Kilkenny**
- Worked in King's Shoes as a sales assistant throughout my undergraduate degree.

Volunteering Experience

- 2010 - Present **Young Fine Gael**
- Vice President of Young Fine Gael from March 2018-November 2019, nationally elected by the members at Conference. I also sat on the senior party Executive Council, the decision making body of the organisation.
 - Founder of Young Fine Gael's Women's Network.
 - Founder and Chair of the Engagement Committee, a committee established to promote diversity and inclusion within the organisation.
 - Development Officer of Fine Gael's Young Professionals' Network.
 - Represented Fine Gael and Young Fine Gael abroad at YEPP (Youth of the European People's Party) internationally at Council events.
 - Chairperson of Kilkenny Branch 2013/2014; Leinster Regional Council Public Relations Officer 2012/2013. Duties included canvassing, digital task force, public relations and strategy development; UCD Public Relations Officer 2011/2012, management of all social media platforms, press releases and organisation and arrangement of all events, including liaising with visiting ministers, TDs and guest speakers.
- 2011 - Present **Make-A-Wish**
- Co-founded Wishmakers-on-Campus, the college society fundraising branch of Make-A-Wish.
 - I wrote the official Constitution and Manifesto used across all universities.
 - Advising students in other institutions on how best to launch the society.
 - Co-ordinated events across campus in UCD, seeing a sharp increase in funds raised.

- Maximised people power by working directly with the head office while managing events countrywide.

Key Achievement and Extra Curricular Activities

- All-Ireland semi-finalist in debating in both English and Irish.
- Gaelic football player and GAA supporter.

References

Available upon request.