**Gerard Connolly**

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Professional profile

A First Class Honours **Law Graduate** (ranked 4th in my class)with work experience gained in three law offices in Cork City providing an insight into the workings of law offices and the courts system. An individual with a strong sense of accountability and responsibility for completing tasks accurately to a high standard.

Key Attributes & Skills

* Adept writing skills with an ability to produce clear, concise documents to a professional standard together with effective verbal skills, utilizing an ability to listen and ask relevant questions
* Ability to work effectively and co-operatively with colleagues and engage with clients using social intelligence, confidence and persistence to ensure documentation requirements are produced
* Erasmus in Budapest, attending college and living in a new city, gaining independence and adapting to an unfamiliar setting
* Office skills; filing, photocopying, printing, scanning post with attention to detail, allocating relevant documents accurately within the document management system
* Personal Attributes: Hardworking, Competent, Respectful, Confident and Enthusiastic

Career History

June – Aug 2023 **Internship**

Katherina White Solicitors, Cork City

Based within a sole practitioner practice focusing on family law, conveyancing, medical and personal injury cases. Responsible for assisting in drafting legal documents, providing case research and general office, administration and reception support.

* Produced accurately transcribed notes of recorded meetings between parties from audio dictation
* Prepared booklets for trial, briefs and memos; drafted affidavits with relevant information related to cases based on information provided by Solicitor via audio and email instruction
* Drafted Affidavits of Means and Affidavits of Welfare in Family Law proceedings in accordance with instructions provided by Solicitor
* Assisted in drafting pleadings and notices in accordance with instructions provided by Solicitor in respect of High Court litigation matters
* Requested medical records and medical reports from doctors and hospitals under Freedom of Information Acts and Data Protection Acts
* Provided reception and administrative support; gathered and requested information from clients, setup and updated physical case files with relevant documents and input records to the document management system
* Performed case research utilising MyClient365 to identify key pieces of correspondence, reports and case details to provide to the Solicitor
* Assembled information into a brief to enable easy access, separating into relevant categories prior to transfer to the court

Aug – Sept ’22 **Receptionist**

January 2023 Best & Co. Law Office, Cork City

Based in a two-solicitor family law and conveyancing practice covering reception and providing general administrative support during the absence of a permanent staff member for one month initially and on a casual basis during January 2023 while working concurrently at JW O’Donovan.

* Answered phone calls, greeted clients, listened to details to identify key points and contact information to pass on to relevant Solicitor
* Drafted case briefs, highlighting main points of information from the case file for convenience of Solicitor

Jan 5th – 20th 2023 **Internship**

J W O’ Donovan Law Office

* Identified payments over a two-year period and recorded details on an excel spreadsheet in fraud case
* Provided administrative support; filing and scanning documents related to a variety of cases

Jan 22nd- May 1st **Clinic Member**

UCC Sports Law Clinic

* Provided legal information to numerous clients in a student-led legal clinic
* Held the position as project manager for the semester, including leading meetings with clients

Other Work Experience

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| 2020-21  Summers | Porter | Actons Hotel, Kinsale |
| 2018-  Ad hoc | Home-help/Carer | Family |

Education & Qualifications

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| 2020-24 | BA Law Degree | University College Cork |
| 2020 | Leaving Certificate | Presentation Brothers College, Cork |

Additional Information

*Interests:* Rugby, Weight-lifting, Reading

Music; Due to sit Grade 6 Piano exams with Irish Music of Society

*Date of Birth:* 18th January 2002

*References:* Available upon request