

Gilda Healy

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Professional Summary

Recently graduated legal professional with an exceptional work ethic and proven strengths in legal case management support. Strong multitasker skilled at managing high-volume, complex caseloads while consistently meeting deadlines. Persistent and resourceful problem solver with excellent research and communication skills. Systematic and well-organised in organising case files, preparing documents and coordinating legal files. Proven expertise in managing exhibits and litigation case pleadings.

Experience

Legal Intern

August 2021 to Current

Comyn Kelleher Tobin — Cork

- Preparation of affidavits, motions, briefs, particulars, and discoveries for partner approval.
- Communication with clients, colleagues, and other offices regarding file matters.
- Conducted research to aid with positive legal outcomes.
- Gathered and organised documentation for legal briefs, responses to opposing counsel, motions and trial evidence.
- Utilised practice evolve to produce reports and business correspondence.
- Composed and typed routine letters of correspondence.
- Researched, drafted, edited and revised legal opinion articles.
- Managed photocopying, scanning and printing documents.
- Distribution of post.

Programme Lead

April 2021 to August 2021

Wisetek Solution — Cork

- Leading and executing projects through the full life cycle.
- Monitoring and controlling costs of team performance against project plans.
- Working with cross functional business teams to ensure projects have all key resources assigned accordingly.
- Leading and developing core planning meetings whilst reporting progress to management.
- Participating in business leadership meetings; developing and driving strategies and programs which improve the competitive position and profitability of the organization.

Legal secretary

May 2020 to January 2021

Howard, and Company Solicitors Eastgate Little Island

- Drafting of legal documents such as Contracts and Wills for partner approval.
- Maintained master calendar for client appointments and court appearances.
- Mailed and arranged for delivery of legal correspondence to clients, witnesses and court officials.
- Created organised filing system for legal documentation.
- Opened new claim files.

Investment Analysis Intern

March 2019 to September 2019

Fidelity Investments Citywest

- Working on various investment portfolios, tracking project progress delivering progress reports to senior management.
- Operating Bloomberg terminals and executing various investment analysis reports.
- Utilised practical communications skills to maintain and build positive client relationships.
- Applied investment knowledge to constantly upgrade investment portfolio content.
- Analysed trading reports for tax character such as constructive sales, straddles and other securities issues.
- Executed skill in specialised facets of hedge fund, private equity fund and mutual fund taxation.

Food and Beverage assistant

September 2016 to March 2019

The Doyle Collection

- Checked in deliveries and signed off on products received.
- Processed cash, credit card and voucher payments.
- Recorded orders and partnered with team members to serve food and beverages.
- Completed opening and closing checklists according to set standards.
- Maximised table turns and rotated seating for optimal guest satisfaction.

Core Skills

- Exceptional communication skills
- Legislative knowledge
- Advanced research skills
- MS Office proficient
- Database management
- Time management
- Data collection
- Advanced IT proficiency

Education

Diploma of Higher Education : Admin and Secertarial Skills, 2021

Centre of excellence

Currently nearing completion

Bachelor of Commerce : Law and Economics major , 2020

University College Cork — Cork

Leaving Certificate : 2016

St Angela's College — Cork

Results: 475/600 points achieved including an, in Business Studies. I don't think you need LC results

Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/gilda-healy>

Interests and Hobbies

Member of Erin's Own football and Hurling club.

Member of UCC Commerce Society 2016-2020.

Member of Sundays Well Tennis Club

FE1s

Succesfully completed Tort, Company, Contract, Criminal, EU, Property, Constitutional and Equity Law all on my first attempt.