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| **Gintare Asmantaviciute**

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| Address: 50 Boroimhe Hawthorns,  Swords, County Dublin. | Mobile: 087 710 3088Email: Gintare.asm@gmail.comD.O.B.: 21/01/1991 |

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| **Academic Qualifications** |  |
| **Present** | **Final Examination - First Part (FE-1)***Currently studying for the entrance examination to the Law Society of Ireland* |
| **09/2011 – 06/2014** | **Dublin City University***B.A. (Hons) Economics, Politics and Law* – 2:1.  |
| **09/2006 – 07/2010** | **Klaipeda “Zemyna” gymnasium** *General Certificate of Secondary Education – CAO points: 450.* |
| **Employment History** |  |
| 08/2016 - presentResponsibilities Skills acquired: | Paralegal – Litigation & Dispute Resolution Department*A&L Goodbody* * Assist a team with the management of a large body of litigation issued against a financial institution
* Draft briefing letters to Counsel
* Draft legal documents
* Review of legal documents
* Prepare briefs to Counsel and Courts
* Assist with Annual Licensing applications
* Research
* Monthly billing
* Excellent attention to detail
* Excellent communication and teamwork skills
* The ability to work under pressure
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| **01/2015 – 08/2016** | **Legal Executive***Hennessy & Perrozzi, Solicitors, Swords.** Draft legal documents
* Deal with discovery requests.
* Prepare, stamp, issue and serve legal documents.
* Comprehensively brief both Senior and Junior Counsels for Legal Proceedings and Advise on Proofs
* Prepare cases for trial.
* Attend settlement meetings and Court hearings.
* Liaise with Counsels, clients, engineers and expert witnesses.
* Deal with the process of licensing such as preparation of Court applications for special exemptions orders
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| **Skills already acquired:** | * Ability to manage clients’ files, from initial instructions through to either settlement stage or trial.
* Ability to handle extensive caseload of personal injury litigation claims in the Circuit Court and the High Court jurisdictions
* Time management and the ability to prioritize individual workloads according to deadlines
* Exceptional attention to detail
* Ability to work on my own initiative without close supervision
* Problem-solving
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| **06/2014 – 01/2015** | **Legal Intern***Hennessy & Perrozzi, Solicitors, Swords.* |
| **Responsibilities** | * Obtain all required medical records and reports.
* Submit Injuries Board Applications and MiBi Claim Forms.
* Progress cases through the Injuries Board and MiBi process.
* Prepare briefs and booklets to Counsel.
* Undertake legal research.
* Provide clients with update on their cases.
* Draft replies to insurance companies’ queries.
* General administrative duties such as filing, archiving, opening and closing files, diary management, dealing with incoming and outgoing post.
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| **Skills acquired:** | * Strong organisational skills.
* Strong research and analytical skills.
* Ability to tactfully deal with clients’ concerns and queries.
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| **04/2013 – 01/2015** | **Waitress***The Cottage, Swords.* |
| **Responsibilities** | * Deliver an exceptional cashier service through excellent customer servicing, sales and transactional processing.
* To be responsible for accuracy of a till and keeping the till safe, tidy and clean.
* Work efficiently under pressure.
* Solve customers’ inquiries.
* To be supportive and proactive in a team-based environment.
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| **Skills acquired:** | * Ability to manage multiple tasks simultaneously.
* Excellent communication skills.
* Excellent time management skills and ability to prioritize tasks.
* Ability to work well within a busy team.
* Flexibility and adaptability.
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| **Personal Skills** |  |
| **Hobbies** | * Charity, Volunteering and pro-bono
* Dancing
* Playing volleyball, tennis and running
* Running (Run in the Dark 2016, Great Ireland Run 2016 and 2017)
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| **Languages** | * Lithuanian – Native.
* English – Fluent verbal and written.
* Russian – Fluent verbal, basic written.
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| **References** |  |
| **Dr Brenda Daly,****Lecturer in Law****Mr John Hennessy,****Solicitor**  |  School of Law and Government Dublin City University, Glasnevin, Dublin 9. Tel: (+353) (1700) 8154 Email: brenda.daly@dcu.ie Burgundy House, Forster Way, Swords, Co. Dublin. Tel: 01 890 1888 Email: john@hpsol.ie |