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| **Gintare Asmantaviciute**   |  |  | | --- | --- | | Address: 50 Boroimhe Hawthorns,  Swords,  County Dublin. | Mobile: 087 710 3088  Email: [Gintare.asm@gmail.com](mailto:Gintare.asm@gmail.com)  D.O.B.: 21/01/1991 | | |
| **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 - present  Responsibilities  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 |
| **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 |
| **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 |
| **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. |
| **Skills acquired:** | * Strong organisational skills. * Strong research and analytical skills. * Ability to tactfully deal with clients’ concerns and queries. |
| **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. |
| **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. |
| **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) |
| **Languages** | * Lithuanian – Native. * English – Fluent verbal and written. * Russian – Fluent verbal, basic written. |
| **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](mailto:brenda.daly@dcu.ie)  Burgundy House, Forster Way, Swords, Co. Dublin.  Tel: 01 890 1888 Email: john@hpsol.ie |