Address: Killeline

Newcastle West, Co. Limerick

Mob: 0877594284

Email: gracelee@live.ie

 LinkedIn: <http://linkedin.com/in/grace-lee-074815101>

 **Grace Lee**

**Objective**

UCC Clinical Law graduate with a genuine interest in Corporate Law, Litigation and Employment Law. Deadline focused legal assistant with one year experience in Plaintiff Litigation. Excellent work ethic and strong communication skills developed through various internships, keen to secure traineeship at a leading law firm specialising in the areas of law that I am particularly interested in.

**Education**

2018

**LAW SOCIETY OF IRELAND**

FE-1 April 2018 Sitting:

Constitutional Law – 66% Property Law – 55%

The Law of Equity – 59% Contract Law – 60%

2013 – 2017

**UNIVERSITY COLLEGE CORK**

Bachelor of Civil Law Degree (Clinical)

**Graduating Degree:** Second Class Honours Grade One.

* Achieved a 2.1 each year during my four year degree.
* Achieved 68% in my Final Year, including Four First Class Honours in Employment Law, Environment Law, Jurisprudence and Moot.

2007 – 2013

**SCOIL MHUIRE AGUS IDE, NEWCASTLE WEST, CO. LIMERICK**.

**Leaving Certificate:** 520 points including an **A1** in Biology, and **A2** in Business Studies.

* Awarded Academic Award and Female Sports Player of the Year in 6th Year.
* Member of the Student Council in 5th year and elected President of the Student Council in 6th Year.

**Work Experience**

**October 2017 – Present**

**HOLMES O'MALLEY SEXTON, BISHOPSGATE, HENRY STREET, LIMERICK.**

* Currently employed as a Legal Assistant to Senior Associate Solicitor Mairead Doyle.
* Attended both Circuit Court and High Court sittings in Dublin, Limerick, Nenagh and Ennis carrying out watch and briefs, attending on Clients and Barristers and Senior Counsel.
* Attended Dublin High Court alone and consulted with Alan Dodd BL in relation to a judgment in default of Appearance. Addressed Ms Justice Mary Faherty myself on behalf of counsel in his absence and requested the case be put to second call.
* Attended Locus Inspections on the behalf of Solicitors in Killmallock, Co. Limerick and in Thurles, Co. Tipperary, consulting with Engineers from both sides.
* Prepared Briefs, Schedule of Special Damages, Booklets of Pleadings and Booklets of Medical Reports regularly for both High Court and Circuit Court cases.
* Prepared Affidavits of Discovery, Personal Injury Summons and Replies to Notice for Particulars.
* Drafted Replies to Notice for Particulars.
* Contact Clients regularly for the purpose of completing their Schedule of Special Damages.
* Prepare Injuries Board Documentation on a daily basis.
* Met with Clients in the company of Solicitors to discuss their case and met with Clients independently for the purpose of swearing Affidavits, explaining the purpose of the Affidavit and the process involved.
* Attended consultations between both Senior and Junior Counsel and Clients during Settlement Discussions and High Court and Circuit Court Sittings.
* Assisted the Material Damage Department drafting End Notes and other projects.
* Assisted in a number of Family Law cases preparing Booklets of Pleadings, Booklets of Motions/Orders, Booklets of Discovery and Booklets of Folios and File Plans.
* Attended consultations between Junior Counsel and Clients in relation to Divorce Proceedings and drafted various Affidavit of Means.

**September 2015 – May 2016**

**FITZGERALD SOLICITORS, 6 LAPPS QUAY, CORK.**

* Spent nine months on Clinical Placement here.
* Attended District Court and High Court sittings in Cork carrying out watch and briefs for various solicitors who could not attend the various court cases.
* Worked on two important Employment Law grievances reporting directly to the Partner of the firm involved in the case. Typed and prepared all briefs for the Barrister and corresponded with the client.
* Contacted the CRO on a daily basis and handled form A1s for the solicitor.
* Updated the firm’s blog on a weekly basis writing articles on current legal issues in the media.
* Member of a team handling High Court Insolvency case, typed up and prepared all briefs for the Barrister and handled correspondence to the other party’s Solicitor.
* Involved in a number of Family Law cases including a custody battle and domestic abuse case. Met with the clients, photocopied documents, prepared briefs for the Barrister, handled correspondence with the other party’s solicitor.
* Typed up and organised wills and other templates for the Solicitors.
* Attended court cases before the Cork County Registrar alone and reported back to the necessary Solicitor.

**August 2014**

**COMYN KELLEHER AND TOBIN, 29 SOUTH MALL, CORK.**

* Spent two weeks work experience here.
* Attended a District Court case concerning Family Law and the role Health Service Executive plays in Family law cases on two occasions with solicitor David McCoy.
* Attended a Court hearing in the Judge’s chambers on one occasion.
* Typed, organised and sorted wills.
* Organised hundreds of medical files for three separate case including a medical negligence claim and personal injuries claim. This involved sorting all documents in certain orders before they were to be sent to the particular barrister taking the case.
* Delivered various files by hand to other firms across Cork City and to the District Court.
* Carried out internet research for Arthur Comyn in relation to two separate cases.

**December 2011 – Present**

**LEE’S BAR, NEWCASTLE WEST, CO. LIMERICK.**

**Barmaid**

* Working as a barmaid for seven years.
* Developed excellent communication skills engaging with customers every day.
* Responsible for the pub on Saturday night, staff and customers.
* Responsible for opening on Saturday and Sunday mornings, every weekend.

**Hobbies/ Achievements**

**UCC College of Business and Law Work Placement Awards:**

* Received a Nomination for my Work Placement achievements at Fitzgerald Solicitors.
* The Four Nominees were chosen from all Third Year Clinical Law students, Law and Irish Students and Second/Third Year Summer Intern Students.

**Sports Law MOOC:**

* 'Massive Open Online Course' from the Diploma Centre at the Law Society of Ireland.
* Awarded Certificate of Completion.
* Course Structure included video presentations from various contributors, suggested readings, weekly quizzes and live online 'Q&A' sessions each Friday.
* Topics included Sport as a Business, The Club, Administration in Sport, Concussion and Second Impact Syndrome and Keeping Sports out of the Courts.

**Football:**

* Won a Junior County Title in 2012 with club.
* Won an Intermediate County Title in 2013 with club.
* Won a Senior County Title in 2014 with club.
* Won a Munster Championship title with Limerick Minor Football.
* Represented by county at an underage level – u14, u16 and u18
* Won a Senior League Title in 2017

**CrossFit/TRX:**

* Joined a CrossFit Gym in April 2018 and train three mornings a week.
* Joined a TRX Gym in January 2018 and train three/four times a week during lunch time hours.

**Camogie:­­­­­­­­­­­­­­­­­**

* Played inter-county camogie for 7 years with Limerick.
* Won a senior county league medal with my club 2017 and various county titles underage.
* Captioned Limerick Minors in 2012
* Won a Minor All-Ireland Title with Limerick in 2011.
* Won a Junior League All-Ireland Title and a Junior A Championship Title with Limerick Juniors.
* Captained the Limerick Juniors in 2016.
* Won an Intermediate All-Ireland Title with Limerick Intermediates.
* A member of the Limerick Senior Team in 2014/2015
* A member of the UCC Ashbourne Camogie Team 2013-2016 and won a Purcell Cup Title with UCC Camogie in 2014.
* Represented Limerick on the Munster Camogie team playing Full Back for the entire Provincial Tournament.
* Captioned Secondary School Camogie team in 6th year, winning a provincial title

 **Soccer:**

* Playing soccer with Newcastle West Town FC for two years.

**Skills**

**Communication/ Interpersonal skills**

* Excellent supervisory skills developed through the work carried out dealing with mentally challenged people volunteering at Brothers of Charity and the Special Olympics.
* Accomplished team-working and leadership skills developed due to years playing both camogie and football at a club and inter-county level.

**Management skills:**

* Experienced managerial skills as a result of my involvement with FLAC (Free Legal Aid Clinic) in Second Year. I have experience in exercising discretion and confidentiality. Proficient at prioritising tasks to accomplish tasks efficiently, this put into practise during experience as an intern at various firms.

**Referees**

* Mairead Doyle, Senior Associate Solicitor, Holmes O’Malley Sexton Solicitors, Limerick

Tel:**:** +353 61 445525 Email: mairead.doyle@homs.ie

* Philip O’Leary, Partner, Fitzgerald Solicitors, Cork

Tel: +353 21 4279800 Email: philipoleary@fitzsols.com

* Dr Sean O’Conaill, Faculty of Law, University College Cork, Cork

Tel: +353 21 4903811 Email: s.oconaill@ucc.ie