

Grace Callaghan

gracecallaghan19@gmail.com

(087) 600 2866

PROFILE SUMMARY

A pro - active, well organised individual, currently working in a law firm and completing FE-1 Examinations. A client - focused, dependable, Legal Assistant of Augustus Cullen Law, recently graduating with a Bachelor of Civil Law in University of Galway. Currently looking to expand legal practice and expertise further, through undertaking a Traineeship in your firm.

EDUCATION

2018 - 2022 University of Galway – Bachelor of Civil Law (B.C.L)

- Obtained a second-class honours (2:1)
- Awarded the Val O'Connor Memorial Award for highest mark in Equity

2018 - Leaving Certificate

- 509 points

WORK EXPERIENCE

2022 - 2023 Legal Assistant, Augustus Cullen Law LLP, Dublin

- Worked in the General Litigation and Medical Negligence departments in the Dublin Office
- Completed duties of the previous Trainee Solicitor. Drafted and filed Notice of Motions and Affidavits in the Four Courts for various types of proceedings, including high profile Judicial Review proceedings. Assisted Counsel in drafting Statement of Grounds for Judicial Review.
- Reviewed Discovery on behalf of the Partners
- Attended Counsel on behalf of Solicitors and Partners from all 3 offices, taking down detailed Attendances
- Attended Mediations for multi - million Mediation agreements
- Collected Title Deeds on behalf of the firm
- Created books for Counsel daily
- Arranged and attending meetings with Counsel and Clients, taking down a detailed watching brief
- Completed the Post and DX every day

2022 Human Resources Department, Smyths Toys Superstores Head Office, Galway

- Applied my knowledge of employment law to employer/employee relations
- In charge of recruitment for the Head office and UK/ROI Management
- Dealt with queries in the HR inbox
- Added Employees onto the HR system and drafted contracts for new starters
- Attended employment law webinars to keep the HR department informed

2020 – 2021 Legal Intern, MacSweeney and Company Solicitors, Galway

- Assisted Solicitors and Secretaries with their duties
- Completed Memorandum of Discoveries, Notice of Motions and drafted Pleadings for the Partners
- Attended County Registrar's Court and Mediation conferences with the Managing Partner

2020 - 2022 Retail Sales Assistant, TK Maxx Galway

- Completed duties in a very demanding environment

2019 – Present Professional Irish Dancer, Mystic Force Dance troupe, Mark McCole, Galway

- Part of a troupe called Mystic Force, performing for different occasions across the Country
- Hosted workshops teaching international students how to dance

2019 - 2020 Irish Dancing Teacher, Christina, Galway Dance Centre

- Taught adult Irish dancing classes in Galway whilst completing studies in Galway

SKILLS PROFILE

Strong good people skills: Managed disputes between Managers/Operations Managers/Heads of Departments and Employees. Contacted candidates daily for telephone interviews/virtual interviews. Travelled the world competing in Irish Dancing, meeting new people from different cultures across the globe

Excellent time management: Studying, competing, performing and teaching has proven to many people impossible, so many dancers hang up their dancing shoes when it comes to the Junior and Leaving cert. Balanced everything due to good time management. Balancing studying for FE-1s and working full time as a Legal Assistant in Augustus Cullen Law.

Outstanding communication skills: Taught steps in a clear and precise manner that was easy to understand. Communicated with customers on a regular basis when working in retail and addressed queries on a regular basis. Argued my side of a case as part of my mock trial which I completed as part of my continuous assessment for legal procedure in first year. Escorted Clients to Court, and to Independent Solicitors to get Affidavits sworn. Communicated with candidates daily as I was the first point of contact for all Head Office roles and many ROI/UK Management roles

Very good organisational skills: Organisation is key for HR, especially when recruiting for many departments and roles during the busy Christmas season. Ensured that no interviews were clashing and that all jobs were completed by the end of day. I am a Legal Assistant to all Solicitors and Partners generally. When the Courts are open, organising and prioritising work was key to ensure all work was completed for all three offices.

Teamwork Skills: Performed as part of a team with the Mystic Force dance troupe all over Ireland. Achieved my duties as an associate at TK Maxx by working as a team.

IT skills: Extremely familiar case management systems such as KeyHouse and Practice Evolve. Also well used to Microsoft Word and Excel through my HR position at Smyths Toys.

ACHIEVEMENTS

Awarded the Val O'Connor Memorial Award for highest mark in Equity.

Achieved awards across the globe for Irish Dancing, represented Ireland in multiple world championships 3rd in Ireland, 2nd in Ulster, 2nd in Connacht, 5th in the British Nationals, 6th at the All Scotland's, 18th in the World, top 20 in the North American Nationals

Won Intervarsity dance competition in Dublin with NUIG's dance society

Danced on TV through participation of TG4's 'Jig Gig', 'Feis 'n' blood', and 'An Ril Deal'

INTERESTS/HOBBIES

Irish Dancing: Danced for the past 20 years, competed for the majority of those years. Not afraid to stand up in front of a crowd of hundreds of people. Won many local competitions and placed high in major competitions. Currently dancing professionally.

REFEREES

References available upon request