**Grace Callaghan**

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 **(087) 600 2866**

**PROFILE SUMMARY**

A pro - active, ambitious individual, currently working in a commercial law firm. A client - focused, dependable, Legal Assistant of Mason Hayes and Curran, graduated with a Bachelor of Civil Law in University of Galway.

**EDUCATION**

**2023 - Present FE-1 Candidate, The Law society of Ireland**

* Passed six FE1 examinations, waiting the results on the final two

**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**

**2024 - present Legal Assistant, Mason Hayes and Curran, Barrow Street, Dublin 4**

* Managing time working on two different teams for two large clients
* Involved in the largest compensation scheme the State has ever had, with a lot of responsibility entrusted to ensure that the scheme is a success
* Responsible for ensuring as many applicants join the scheme as possible and fully responsible for the settled matters, ensuring authorisations have been paid and bills have been paid.
* Dealing with discovery requests, and using initiative, completing tasks for fee earners without them having to ask me
* Time recording every day with targets to achieve each day to keep the company profitable

**2022 - 2024 Legal Assistant, Augustus Cullen Law LLP, Smithfield, Dublin 7**

* Worked in the General Litigation and Medical Negligence departments in a fast paced, medium sized firm
* Conducted general receptionist duties such as scanning documents from the post/dx.
* Drafted and filed documents in the Four Courts for various types of proceedings. Prepared books for motions, hearings, trials and meditations
* Attended Counsel on behalf of Solicitors and Partners from all 3 offices, taking down detailed court attendance notes.
* Reviewed Discovery for the Partners
* Attended meditations for multi - million mediation agreements
* Arranged meetings with counsel and clients, attending as note taker in these meetings.

**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
* Greeted and set up new starters on the HR system, Success Factors
* Drafted contracts for new starters and dealt with queries in the HR inbox
* 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 Discovery Reviews, and drafted Pleadings for the Partners
* Attended Court and Mediations with the Managing Partner

**2020 - 2022 Retail Sales Assistant, TK Maxx Galway**

* Completed duties in a very demanding environment. Took on additional responsibilities during Covid - 19 to protect the health of staff and customers

**2019 – 2023 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

**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. Dealing with clients and counsel on a daily basis as a Legal Assistant in a busy environment

**Excellent time management:** Balanced my dancing career with my education, achieved goals in both settings due to good time management. Working generally for all Solicitors and Partners in all three firms of Augustus Cullen Law, making sure all work is done before set deadlines. Dividing up my time between two teams and multiple fee earners in a busy department in Mason Hayes and Curran

**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 meetings with counsel. Communicated with candidates daily as I was the first point of contact for all Head Office roles and many ROI/UK Management roles. Constantly calling up Plaintiff Solicitor for scheme documentation at Mason Hayes and Curran Solicitors.

**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. When the courts are open, organising and prioritising litigation work is key to ensure that all work is completed.

**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 in all departments of the store. Working on large teams in one of the largest departments at Mason Hayes and Curran Solicitors.

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

**ACHIEVEMENTS**

Ran my first half marathon this year in under two hours. Also fundraised and ran the Calcutta Run this year.

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

Represented Ireland Irish dancing 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 in 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 thousands of people. Won many local competitions and placed high in major competitions.

**Running:** Recently taking up running and ran my first half marathon. Partaking in social runs and training for my late Uncle’s 10k ‘wolf run’ in the UK. Training for upcoming half marathons as I’m always looking for a new challenge.

**REFEREES -** References available upon request