**GRACE O’CONNOR**

Email : [oconnorgrace@hotmail.com](mailto:oconnorgrace@hotmail.com)    Mobile : 085 275 2825

**PERSONAL PROFILE**

* Law with French graduate from the University of Limerick (2022)
* FE-1 Candidate 2022- 2023
* Seeking position of Trainee Solicitor commencing 2024
* My objective is to gain legal experience in a Financial Services firm, where I can add value by supporting the solicitors, making process improvements, and communicating with clients
* Wide range of experience including legal experience from Amoss Solicitors and Mary Murphy Solicitors, experience in the public sector at Cork City Council and experience in retail and hospitality

**EDUCATION**

**Bachelor of Laws, (Law with French) 2018-2022**

University of Limerick Degree Result: 2.1

**Leaving Certificate 2018** Points: 543

**WORK EXPERIENCE**

**Legal Secretary (part-time)**  June 2022-PresentEmployer: Mary Murphy Solicitors, Limerick city

Duties:

* Drafting letters and correspondence on behalf of the practice
* Customer service duties: working on reception, greeting clients, organising client appointments, answering and diverting calls on the company telephone, answering client queries
* Administrative duties: scanning post, using Evolve case management, filing documents in Court, preparation of legal pleadings

**Commercial Litigation Intern** May 2021- July 2021

Employer: Amoss Solicitors, Dublin City.

Duties:

* Managing case files: Ensuring files were kept up to date physically and electronically using Keyhouse case management
* Preparing, stamping, and filing of court forms and proceedings
* Research: Conducting legal research on a variety of matters for the team and compiling case notes, reports, and memos for the solicitors
* Diary Management: Managing the Microsoft Outlook calendar with upcoming dates of court cases/ pleadings
* Administrative duties: making telephone calls on behalf of the company, following up with clients and experts, scanning, saving, and distributing the litigation department’s post to the solicitors

**Clerical Officer** Sept 2020- Jan 2021

Employer: Cork City Council, Cork City

Directorate: Finance, Accounts Payable Section

Duties:

* Processing information & applications- Setting up suppliers for payment on JD Edwards
* Verification of supplier’s bank details via telephone
* Problem Solving Duties: answering queries about payments, auditing suppliers with more than one supplier number, checking batches of invoices to make sure the VAT rate and Purchase Order Numbers were entered correctly into JDE
* Administrative Duties: emails, taking calls from the Council’s call centre, scanning and saving important documents, stamping invoices, shredding, and filing
* Creating Process Improvements- developed a new process document for setting up suppliers on JD Edwards for future employees. Addressed a back-log of scanning which was a result of the pandemic

**OTHER WORK EXPERIENCE**

* **Retail Sales Assistant (Part-time)** August 2021- June 2022
  + Employer: Shaws Department Stores, Limerick City
* **Crew Member (Part-time)** Sept 2018 – Oct 2019
  + Employer: McDonald’s, Limerick city

**Duties of Other Work Experience**

* Ensuring a high standard of customer service at all times
* Problem solving duties: Resolving customers’ queries and disputes
* Administrative duties: operating tills, processing payments and refunds in line with company policy
* Conducting sales, upselling products and achieving store targets. Example: Our McDonald’s Branch won the Summer of Speed Competition in 2019 for the quickest drive-through in Ireland

**SKILLS**

Language Skills

* French: Fluent
* English: Excellent written English, demonstrated by a H1 in the Leaving Certificate

IT Skills

* Microsoft Office: Microsoft Word, Excel, Email, PowerPoint and Teams
* Legal databases: Justis, Lexis and Westlaw
* Case Management: Keyhouse Case Management and Evolve Case Management
* Financial Accounting: JD Edwards

Teamwork

* Capable of working well with others under pressure. Developed in retail and hospitality, when working with teammates to deliver great service at a quick pace

**INTERESTS/ ACHIEVEMENTS**

* Enjoys reading Non- Fiction & Popular Psychology, listening to podcasts.
* Interest in weightlifting, nutrition, and cooking.
* Full Driver’s License.
* Matheson Virtual Experience Programme 2021 Certificate.
* First Aid: Emergency First Responder Qualification 2018 and National Cadet Champion 2017 with the Irish Red Cross
* Beginner’s Sewing Machine Course (2021).

**REFERENCES:**

*Available on Request.*