**Education:**

## Law Society: 10/2022-Present:

* FE-1 Examinations: Successfully passed Contract, Tort, Equity, European Union Law, Criminal, and Property.
* Will be sitting final two examinations in October 2024.

Technological University Dublin: 2019-2022

* Graduated Law LLB with a high 2:1. Maintained this grade throughout degree.
* Peer mentor for the university.
* Member of the FLAC Society and Law and Debating Society.

## Wesley college, Ballinteer: 2013-2019

* Leaving certificate achieving 455 points in 2019.
* Earned a bronze Gaisce award.
* Captained hockey team for 5 years, and played on the womens rugby team.

# **Employment Experience:**

## Legal Assistant, Healthcare Litigation, *Daniel Spring Co, Dublin*

#### 08/2024- to date

* Drafting court documents such as summons, affidavits, and motions. Drafting briefs for counsel including precedent and case law research. Preparing cases for court hearings, such filing necessary documents and papers in respect to each matter.
* Diary management, arranging medical assessments, ensuring expert availability for court and coroner inquests.
* Dictation and extensive use of ALB software and case management.

## Legal Assistant, Medical Negligence, *Tracey Solicitors, Dublin*

#### 08/2023- 08/2024

* New Business enquires and vast client interaction guiding them on case stages. Dealing with phone and email queries from clients, solicitors, engineers, and consultants. Advising clients on case stages and how the law applies to their respective situation.
* Extensive drafting of high and circuit court documents.
* Injuries board applications and expert witness research. Conflict of interest research and ensuring update to date case management in respect of recent case law.
* Maintaining an elevated level of commercial awareness, and document review.
* Aiding in general office administration in order to provide a proficient legal service. Responsible for filing management, case progression reports, and risk assessment review.
* Diary and schedule management for fee earners. Arranging settlement meetings, contracting country agents, and arranging interpreters.
* Arranging and attending engineer inspections.
* Taking instructions from solicitors to assist in any matters that arises. Applying analytical skills in order to prioritise tasks to assist my team.
* Reviewing and addressing client care concerns and flagging them with fee earners and client relations manager.

## Legal Intern, *Tracey Solicitors, Dublin*

#### 04/2023- 08/2023

* Working directly under the Medical Negligence partner as her legal intern.
* Attending court motions, settlement meetings, coroners court, and criminal watch and briefs. Arranging and attending locus inspections, MIBI interviews, and engineer inspections.
* Ad hoc tasks such as file storage and destruction, filling management, opening post, scanning and allocating documents.
* After 3 months I moved into a legal executive role/legal assistant role.

## Secretary, administrative assistant, *Dave Curry Motors, Dublin*

#### 09/2022-04/2023

* Proficiency in Microsoft365 applications. Specifically in respect of invoicing and inventory reports via excel.
* Extensive administrative experience in addition to developing inter-personal skills with vast customer interaction and supply chain management.
* Managing phone lines and taking client queries and bookings.
* Worked in a human resource capacity, drafting staff contracts, and administering pay roll. Oversaw rosters.  Developed soft skills integral to working as part of team in addition to the complexity of a leadership role.
* Review of manual handling training, reports, and ensuring compliance with same.

**Skills and Interests:**

* **Skills**: Experience with various case management software. Proficient in Microsoft Excel, Microsoft Word and Microsoft PowerPoint. Good knowledge of emerging legal technology used to aid lawyers, clients, and the court system.
* Excellent typing and dictation, approx. 55 words per minute approx.
* **First Aid**: Level 4 Certificate in Basic Life Support from the Irish Water Safety Society.
* **Volunteer Work:** Extensive Volunteer Work with Our Ladies Hospice Harold’s Cross, Habitat for Humanity Ireland and Zambia, and the Irish Cancer Society. Fundraising an accumulative thirty-one thousand euro.
* **Sport:** Enjoy hockey and rugby in both school and clubs where I have captained 3 separate teams.
* **Other Interests:** Passion for art with specific focus on fine art and art history.