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## *Hazel Mc Mullan*

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Co Dublin**

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### Personal Statement

First class honours law graduate, qualified financial advisor and fe1 candidate, with experience in a commercial and legal environment, looking for an internship with the ultimate goal of entering into a legal traineeship where I can utilise my knowledge and experience, developing the skills I have gained.

### Academic Qualifications

2014-2015	<b>Qualified Financial Advisor Diploma</b>
2009-2012	<b>1.1 Bachelors of Art (Honours) in Law</b> Institute of Technology Carlow
2002-2008	<b>Leaving Certificate (Honours)</b> St Mary's Presentation College

### Work Experience

**ByrneWallace Law Firm** 2016-2018  
Role: Legal Secretary

- Provide extensive secretarial and paralegal support; conduct conflicts checks, draft pleadings, prepare legal booklets.
- Draft and proofread time-sensitive pleadings, subpoenas, for various matters and arrange for same to be filed with Court.
- Act as department Data Protection representative. .
- Assist solicitors in the preparation for court hearings by organising legal documents.
- Communicate daily with court officials, clients, and opposing counsel to case manage matters.
- Prepare PowerPoint presentations for legal seminars.
- Provide dictaphone transcription for fee earners daily, fax, scan, schedule legal proceedings, and prepare outgoing mail.

**New Ireland Assurance plc** 2013-2016  
Role: New Business Administrator & Case Manager

- Provided advice to Insurance and Investment managers.
- Discussed the on-going status of policy proposals with clients.
- Managed the progress of policy proposals.
- Updated the outstanding requirements on policy proposals.

- Liaised with internal departments and external companies to ensure business was successfully issued.
- Ensured medical documentation was sent to and completed by medical personnel on behalf of clients.
- Implemented plans to increase the quality of business.
- Bi-weekly analysis of customer service.
- Actively involved with a team in the creation & design of the company magazine.
- Led team in a customer service initiative campaign by acting as 'Service Champion'.

**Brown Thomas**

2012-2013

Role: Sales Consultant

- Achieved high sales targets.
- Delivered exceptional customer service.
- Supervised the shop floor in absence of management.
- Documented deliveries of stock and merchandised stock.
- Resolved customer problems where a complaint was made.
- Balanced finance at the end of working day.
- Performed tasks in the cash office.

**Vila Clothes**

2011-2012

Role: Sales Assistant

**Majestic Marketing**

2009

Role: Direct Sales Consultant

IT skills

- Completed ECDL and keyboard course successfully.
- Highly proficient in Microsoft word, excel, powerpoint and outlook.

Interests/Achievements

- Won 'Employee of the Year' award in New Ireland Assurance plc in 2016.
- Took part in the Dingle Adventure Race and have an interest in mountain biking.
- Performed in the Bord Gais Energy Theatre and in the National Concert Hall.
- Involved in a project with the Simon Community and a project with the National Council for the Blind of Ireland (NCBI) in 2016. Completed the Flora Women's Mini Marathon in aid of the Irish Cancer Society in 2017. Currently involved in work with the Solas Project.
- Gained a position as secretary of the debating society in my second year in college. Voted secretary of the Institute of Technology Carlow Law Society during my final year in college.

***References available on request***