

# HAZEL O'LEARY

📞 086 2363641

✉️ hazeloleary1@gmail.com

📍 Stillorgan, Dublin

## SUMMARY

---

An enthusiastic, hard-working graduate with the ambition to succeed in a fast paced and ever-changing environment. A dedicated and adaptive team-player, with a passion for continuous learning.

---

## EDUCATION

---

### Bachelor of Business & Law (BBL)

#### University College Dublin (UCD)

📅 09/2014 - 09/2018 📍 Belfield, Dublin

- Recently graduated with an overall 2.1 degree, having maintained such a standard each year.
- Studied: Marketing, Supply Chain Management, Global Business, Economics, Finance, in addition to Family Law, IP Law, European Law, Constitutional Law, Revenue Law, Sports Law & Employment Law.
- Sitting the March 2019 FE1 sitting in the following subjects: Company Law, Equity and Trusts, Property and EU Law.

GPA

3.20 / 4.0

---

### Leaving Certificate

#### Loreto Secondary School

📅 09/2014 - 06/2018 📍 Spawell Road, Wexford

CAO

525 / 625

---

## EXPERIENCE

---

### Paralegal

#### Arthur Cox

📅 12/2018 - 02/2019 📍 Earlsfort Terrace, Dublin 2

- Worked as part of the E-Discovery team in the Litigation Department.
  - A high intensity, dynamic working environment in which I was responsible for all levels of documentary discovery and review.
  - Required strict attention to detail to ensure that documents were reviewed to the highest standard and ensuring that they comply with the relevant production order.
  - Tasked with coding the documents according to their relevance whilst maintaining the highest level of privilege and confidentiality over the documents and their subject matter.
- 

### Paralegal

#### McEvoy Corporate Law

📅 07/2018 - 10/2018 📍 22 Fitzwilliam Place, Dublin 2

- Practical experience in corporate law, commercial property, litigation and dispute resolution.
  - Provide general secretarial duties such as communicating with clients, other law firms and government bodies on a day-to-day basis via telephone and email, in addition to drafting letters.
  - Maintain the firms database by keeping up-to date copies of all documents received and sent out by the firm.
  - Retrieve court orders and filings, help prepare booklets for counsel under heavy time pressure and provide research support to the associates prior to them engaging with clients.
  - Experience dealing with the CRO and Collector General in various issues such as establishing new companies, shelf companies, complying with regulations for non-EU directors, bonds, registering charges and filing documents.
  - Often requested to obtain certified copies of folios, instruments and to deal with various queries to the Revenue Commissioner, scheduling title deeds, attend to other practices to have documents sworn and file stamp duty using ROS.
-

# EXPERIENCE

---

## Legal Intern

### O'Sullivan & Associates

📅 06/2018 - 07/2018 📍 10 Herbert Street, Dublin 2

- General practise law firm, with my primary focus being property law and private conveyancing.
  - Helped prepare filings with the Companies Registration Office, Land Registry and Central Office.
  - Scheduled and organised the archives of title deeds which the firm held which made me very familiar with the various forms, deeds, and documents which I would not have known before I started.
  - Shared an office with an associate solicitor, which was extremely beneficial as she explained everything in-depth to me and shadowing her allowed me to learn a lot very quickly as it was my first time seeing the law in practise.
- 

## I.T Intern

### Waters Technologies

📅 07/2015 - 08/2015 📍 IDA Industrial Estate, Wexford

- Administrative duties as part of large pharmaceutical corporation.
  - Furthered my IT skills using S.A.P enterprise resource system to record and input warehouse inventory which consisted of pharmaceutical hardware and software.
  - Ensuring all data entries were accurate and correct to prevent costly mistakes for the company, real workplace accountability and responsibility.
  - Conducted daily inventory counts and certifying correct inventory descriptions.
- 

## Host & Server

### Cafe Olivia

📅 06/2017 - 09/2017 📍 Chicago, Illinois

- Demonstrated my ability to adapt to new environments by working with people from various backgrounds and cultures, breaking down both language and communication barriers.
  - Furthered my skills in understanding client needs and in turn anticipating any oncoming requirements to ensure complete customer satisfaction.
  - Streamlining communications with co-workers to delegate tasks, prevent overlapping of work and thus no resource wastage.
  - Ability to organise, prioritise and manage time efficiently under high pressure circumstances of utmost importance.
- 

# SKILLS

---



## IT Skills

I am completely proficient with Microsoft software, having built a fully functioning database from scratch using Microsoft Access. I have worked with the S.A.P Enterprise Resource System. I can design and write the HTML code for a new website, and install Google Analytics through SEO and SEM for the website. I have used the Evolve Legal database and have become very efficient using Adobe Pro.

---



## Adaptability

I love travelling and have been fortunate enough to have worked in both San Francisco and Chicago, as part of a J1 Visa. I was suddenly immersed in a new culture and work environment which required me to quickly become acquainted with my surroundings.

---



## Teamwork

Over the past 4 years I have been apart of multiple groups in various modules, from group presentations to group reports which taught me to be open to ideas and how to quickly norm and perform as a team. In addition to this, I have always played team sports. I played basketball, hockey, camogie and football throughout my secondary school and continued to play camogie with UCD throughout college.

---



## Time Management

Having always worked part-time throughout college, I was required to work smarter, by managing my time efficiently, to ensure I kept up with my course in addition to maintaining a social life. Now, from working in a professional environment, I have learned how to organise my work tasks according to priority and to think ahead with time management.

---