

HOLLY O'NEILL

Killiskey Manor, Ashford, Co. Wicklow | 089-4472480 | oneillholly25@gmail.com

Professional Summary

Self-motivated, methodical and a dependable candidate successful at managing multiple priorities and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals with a positive attitude eager to pursue career as solicitor.

Experience

LEGAL PA, ENVIRONMENTAL & PLANNING | 09/2022 - Current

A&L Goodbody

- Extensive diary management including forward planning, proactive travel and meeting arrangements.
- Document production including from dictations.
- The first point of contact within the team for clients, internal staff and other PAs.
- Carrying out legal research.
- Incepting matters, managing the process of appropriate client on boarding.
- Proactively supporting marketing activities, liaising with the BD and marketing team, managing professional contacts.
- Updating document management system and accurately managing all filing including email filing.

LEGAL SECRETARY, LITIGATION AND CONVEYANCING | 07/2018 - 08/2022

Benville Robinson Solicitors

- Ad-hoc legal administration duties preparing proceedings to include section 160s, PIAB and medical negligence.
- In-depth knowledge of conveyancing and litigation process.
- Maintained master calendar for client appointments and court appearances.
- Opened new client files and new matters in database system Leap.
- Case reporting and tracking to progress matters efficiently.
- Preparing and processing legal documents and court proceedings.
- Supporting fee earners in managing caseloads to include High Court, Circuit Court and District Court proceedings.
- Managing costs on each case and tracked fees from third parties.

LEGAL SECRETARY, (MATERNITY COVER CONTRACT) | 07/2017 - 08/2018

Mason Hayes & Curran

- Assisted in the Dispute Resolution department in relation to solvency issues.
- Acted for clients in receiverships, examinerships, bankruptcy and voluntary and compulsory liquidations proceedings.
- Prepared booklets and papers for high value Commercial Court disputes.
- Proofed documents, drafted proceedings and submitted to solicitors for review.
- Assisted in maintaining department solicitor personnel files with utmost confidentiality.
- Acted as liaison between clients, solicitors and third parties.
- Processed and distributed invoices to bill clients.

LEGAL SECRETARY, HEALTHCARE SECTOR | 01/2014 - 07/2017

Eversheds-Sutherland

- Managed the partner in the Healthcare Sector and a team of 2 senior associates, 4 associates.
- Maintained master calendar for client appointments and court appearances.
- Stayed within travel and expense budgets while scheduling fee earner travel arrangements.
- Ran weekly debtors' meetings to ensure team stayed on targets and deadlines.
- Tracked case progression and proactively progressed cases where possible.
- Dictation for team, set document precedents for team and all other legal administrative duties.

- Recorded and monitored court appearance dates and managed settlement meetings.

LEGAL SECRETARY, LITIGATION & DISPUTE RESOLUTION | 01/2013 - 12/2014

Bennett & Co - Perth

- Worked alongside the Managing Partner in preparing, examining, and advising on high profile client's case documents.
- Prepared court documentation for the Supreme Court, the Federal Court and the High Court of Australia.
- Attended Court offices, filed and administered court proceedings.
- Interviewed clients to determine the nature of the issue at hand and drafted initial statements.
- Conferred with clients and potential witnesses drawing up statements and proposed affidavits in preparation for court.
- Recorded and monitored all office expenses.
- Advised individuals on alternative methods of dispute resolution.
- Established what needs to be done to solve clients' legal problems.
- Prepared and examined a variety of legal documents for case progression.
- Held weekly casework meetings and review with other legal staff to meet targets and deadlines.
- Assisted in business development, drafted tenders and presented to clients and potential clients.
- Monitored legal developments and trends both, nationally and internationally.
- Drove precedent production and business development.
- Answered phone calls from clients, counsel and experts, filed documents and other administrative duties.

08/2009 - 01/2013

Total Entertainment Event Management

- Interviewed potential performers to discuss all aspects of their act to ensure a professional and appropriate performance.
- Negotiated contracts and pay rates with performers based on budgetary restrictions.
- Oversaw marketing material advertising the event both internal and public facing.
- Booked venues for parties and events to ensure adequate capacity and amenity provisions.
- Maintained relationships with clients, entertainers, venues and other corporate entities.
- Ensured entertainment and event planning stays within budget.

Core Qualifications

- Analytical mindset
- Strong work ethic
- Simplifying complexity
- Ownership and responsibility
- Flexible with can-do attitude
- Communication skills
- Tactful & articulate
- Innovative & solution focused
- Highly motivated and exceptionally methodical
- Engaging and optimistic
- Superior verbal and written skills and excellent communication
- Efficient, practical and client focused manner
- Understanding of what is involved to exceed client expectation
- Have the ability to work effectively under pressure and deliver results working to tight deadlines handling a diverse portfolio of cases.
- Excellent PC skills (Microsoft suite), Intapp, Chrome, Expert.

Education

The Law Society of Ireland - Dublin | FE1 examinations

2021 - 2022

8 Final Examination – (FE-1)

The Law Society of Ireland - Dublin | Diploma of Law

2019 - 2022

Diploma in Law, awarded by Law Society of Ireland.

College Results – 85%

Griffith College - Dublin

Additional Information

Hobbies

- Practicing Yoga and Pilates
- Hiking
- Hockey
- Sea-swimming
- Enjoy travelling to Formula 1 and Moto GP races

Extras

- Represented Wicklow in the Miss Ireland
- Bronze Award, Gaisce – The President's Award
- Played drums and piano
- Participate with Friends of the Irish Environment
- Assist with Charity ALONE for the elderly

REFERENCES - Available on request
