HUGH O’GORMAN

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**EXPERIENCE**

**JANUARY 2022 –**

**PARALEGAL,** ARTHUR COX, 10 EARLSFORT TERRACE, DUBLIN 2

* From January of this year to present, working in the Employment branch of the Commercial department
* On a daily basis, doing various bits of work for multiple high-profile clients
* Main duty as the sole paralegal for this team: obtaining employment permits for non-EEA workers of Irish companies/Irish entities of multinational companies
* Coordinating with trainees and newly-qualified associates to assess who has most capacity to carry out research within tight timeframes
* Occasionally going to courts, such as the WRC or sometimes even the Central Criminal Court, to take notes
* Doing necessary work, such as making books, tabulating folders, organizing couriers etc., that associates are too busy for

**JANUARY 2021 –DECEMBER 2021; JANUARY 2018 – MARCH 2019**

**LEGAL ASSISTANT,** MACARTEN O’GORMAN SOLICITOR, GOREY, CO. WEXFORD

* Prepared Briefs for Counsel in relation to: Personal Injuries cases, Employment matters and Criminal cases
* Digital dictation – typed letters, attendances and memoranda
* In relation to conveyancing, assisted in drafting of Contracts for Sale, replied to Requisitions on Title and prepared relevant closing documents
* Attended consultations in respect of Criminal cases and assisted by taking notes
* Scheduled appointments and coordinated meetings
* Maintained a well-organised filing system

**JANUARY 2020 – APRIL 2020**

**PARALEGAL,** ARTHUR COX, 10 EARLSFORT TERRACE, DUBLIN 2

* From the end of January up until termination of Contract owing to Coronavirus restrictions, worked in the Legal Tech and Innovation Services department
* As well as Excel and other Office software, used eDiscovery sites such as Relativity and High5 and data sites such as IntraLinks
* To upload documents pertaining to property involved in large transactions between investment banks
* Input same into data sites for the clients to monitor the progress of their transaction
* And complete due diligence for the above
* Adapted to working from home using Citrix
* Recording time in 3e

**SEPTEMBER 2014 – DECEMBER 2017; APRIL 2019 – DECEMBER 2019**

**ENGLISH TEACHER,** VARIOUS EMPLOYERS IN VIETNAM

* Taught in various schools and English centres in Hanoi, and other cities, to students of all age groups and levels, including IELTS preparation and professional English

**EDUCATION**

**MARCH 2019**

**PROFESSIONAL LAW PREPARTORY COURSE,** GRIFFITH COLLEGE DUBLIN

* March 2019, passed the eight FE1 exams of the Law Society of Ireland entrance exam – EU Law, Criminal Law, Contract, Real Property, Equity and Trusts, Company Law, Tort and Constitutional Law – in one sitting

**MAY 2014**

**BA PHILOSOPHY AND POLITICAL SCIENCE,** TRINITY COLLEGE DUBLIN

* Graduated in 2014
* In first year, the course included Economics and Sociology
* In final year, completed a dissertation on Utilitarian Ethics
* Completed final year Philosophy with a 2:1 grade

**IT**

* Proficient with Microsoft Office programs, such as Word and Excel
* Familiar with eDiscovery and Data sites