**Education**

**2012 – 2018**  **St. Mary’s College, Naas - Leaving Certificate.**

**2018-2023** **Maynooth University - Bachelor of Law’s (LLB).**

● Upper Second Class Honours, First Division (2.1) 68% obtained.

● I was accepted into the prestigious Research Project module in Maynooth University where I completed a research project on the MIT- Maynooth Project. My role in the project was to research and write up case summaries of Irish Supreme Court decisions and upload them on to Wikipedia was part of an isolated study on the Irish Jurisdiction. My role was to write case summaries on the control group of cases in the study. I obtained a 1.1 grade of 80% in my research project.

● I was selected for the prestigious Laureate Award Programme as part of my degree. This three-year initiative, spanning second to fourth year, is designed to recognise and foster academic excellence in LLB students. The programme provides a structured framework of additional learning opportunities, specialised skills training, and dedicated mentorship, aimed at cultivating both personal and professional development.

● FE1 Exams: began sitting the exams in March 2024. Passed Criminal law obtaining 54%.

P**rofessional Experience:**

· **Harringtons LLP – Legal Executive** (September 2024- Present) Dublin. As a Legal Executive in a firm primarily specialising in criminal law and personal injuries, I provide support to solicitors handling a wide range of cases. My responsibilities include legal research, drafting documents, and preparing case files for court proceedings. I attend court, assisting solicitors during hearings. I liaise with clients, counsel, and court staff, managing communication and maintaining effective case management. Additionally, I manage client files, organise court bundles, and attend client meetings to gather relevant information.

· **Patrick J Farrell & Company Solicitors - Legal Executive** (February 2024 – August 2024) Newbridge, Co. Kildare. In my role as a legal executive at Patrick J Farrell & Company Solicitors I primarily worked in the litigation department specialising in the areas of family law, personal injuries and medical negligence. My responsibilities included: drafting documents and letters, liaising with clients and organisations directly, researching case law and legislation as well as maintaining the filing system in a busy legal practice. In addition to my role as a legal executive I covered the reception on an ad hoc basis, where I greeted clients, managed the solicitors diaries, conducted transactions and transcribed dictations.

· **Niall P. O’Neill Solicitors – Legal Internship** (December 2023- February 2024) Naas, Co. Kildare. I completed a legal internship at Niall P. O’Neill Solicitors. In this role I was responsible for matters across residential conveyancing, wills and probate and commercial law matters. This was a varied role in a boutique legal practice which involved working closely with the firm principal and direct contact with clients.

· **Glenveagh Properties Plc – Human Resources Administrator Internship** (July 2023- September 2023) Maynooth, Co. Kildare. I completed a Human Resources Administration internship at Glenveagh Properties Plc, one of Ireland’s largest residential construction companies. In this role I worked closely with the onboarding team in welcoming new hires to Glenveagh and inducting them into the organisation. This is a fast paced HR department with new hires starting each week, across all aspects of the organisation. I maintained filing systems, conducted reference checking, handled visa applications, drafted contracts, researching, ensuring GDPR compliance.

• **Department of Education- Exam Reader** (June 2023) Naas, Co. Kildare During the Junior and Leaving Certificate Examinations 2023 I returned to my secondary school, St Mary’s College, Naas where I acted as a reader for a number of students in their examinations.

• **Nourish Health Stores – Sales Assistant** (May 2022- July 2023) Naas, Co. Kildare. I worked as a sales assistant at Nourish Health Stores during my final year of university. My duties included extensive product and brand trainings on the variety of products in stock. In addition to this, I conducted consultations with customers on a range of ailments and needs and provided advice and guidance on the supplements and products which would best suit their specific requirements. The aim of my role was to ensure a positive and welcoming experience for each customer. My specialty was conducting consultations in the organic and natural skincare brands and products with a focus on Irish owned brands and products.

• **Maynooth University – Research Assistant** (July 2021- August 2021) Maynooth, Co. Kildare. I worked as a Research Assistant with Maynooth University Department of Law as a part of their Summer Programme for Undergraduate Research. I completed research in the area of Adopted Surveillance Technologies by an Garda Síochána. I conducted research on various sources in this area, completed progress reports, including regular one to one meetings with my supervisor on a regular basis. I then presented my findings orally and in an annotated bibliography format.

• **John Fahy & Company Solicitors - Legal Internship** (April 2016, June 2018, June 2019, June 2021) Stillorgan, Co. Dublin. I have completed work experience as a legal intern in John Fahy & Company Solicitors from periods over 2016-2021. This legal office specialises in residential conveyancing, wills and administration of Estates, enduring power of attorney and Ward of Court applications, commercial conveyancing, landlord and tenant, litigation including personal injuries, family law and elder law. In this role my duties included: Conducting phone calls, drafting letters, invoicing, making appointments, creating and maintaining filing systems, couriers, post, and faxing, photocopying, greeting clients, proofreading and researching.

· **Mack Automation Services Johnstown, Co. Kildare - Administrative Assistant**(Occasional Work Experience: September 2015 – October 2021) Johnstown, Co. Kildare. I worked in an engineering office which supplies bespoke engineering services to the pharmaceutical and confectionary industries in Ireland and on a global scale. This role entailed a variety of tasks including: liaising with international clients, progress reporting, maintaining filing systems, scheduling appointments and performing as a personal assistant to the managing director.

• **The Johnstown Inn – Food and Beverage Server** (February 2019- March 2020) Johnstown, Co. Kildare. I worked a food server in the Johnstown Inn where I worked well as a member of a team in a fast paced environment. My duties included: greeting customers on the floor and answering queries, assisting customers, serving, responsible for maintaining the appearance of the restaurant floor, operating till and conducting financial transactions with customers, stock replenishment, stock checking.

• **Palmerstown House Estate – Food and Beverage Assistant** (November 2018 – January 2019) Johnstown, Co. Kildare. I worked as a food server in Palmerstown House Estate for the Christmas period 2018. I served customers during the ‘Santa’s House Express’ experience. I served food and drinks, cleared tables, ensured that the restaurant floor was presentable, polished glassware and cutlery. I also was a part of the banqueting team. I worked at several weddings where I greeted the wedding guests, took guests orders, ensured that each guest was satisfied, served food and drinks and maintained the appearance of the venue.

**Volunteering**

• **McAuley Place Tea Rooms** (September 2015- May 2016) Naas, Co. Kildare. My duties Included: Greeting and serving customers making tea and coffee, deli (making sandwiches, wraps) clearing tables and maintaining appearance of the café, ensuring the dishes and kitchenware were clean.

• **Renaissance Charity Shop** (September 2015- May 2017) Naas, Co. Kildare. My duties included: stock checks, labelling and pricing items for sale, ensuring the shop floor was clean and presentable, maintaining window displays, assisting customers, till operation and conducting financial transactions.

• **European Law Students Association** (September 2019- May 2020) Maynooth, Co. Kildare In my second year of university, I was elected as the Vice President for Conferences and Seminars as a part of the Maynooth University branch of the European Law Students Association. This role entailed liaising with and organising guest speakers to speak to ELSA members on a range of subjects relating to a European focused legal career. I was involved in organising the International Negotiation Competition which took place in Maynooth University in March 2020.

**Achievements**

• Bronze Gaisce Award.

• Gold Fáinne for high proficiency in the Irish language.

• Youth Chinese Test Level 1 Certificate of Completion Confucius Institute Headquarters (Hanban). First Aid Certificate.

• Self Defence Course.

• V-Lex Justis One Proficiency Certificate.

• Maynooth University Department of Law and Criminology scholarship award : The Laureate Award Programme.

• Clifford Chance Virtual Internship – Cyber Security.

• Sheppherd & Wedderburn Virtual Internship - Intellectual Property

• SZA Suicide Awareness Training – Ohana ZERO Suicide.

**Non-Academic Interests**

· I have a particular interest in European affairs and international relations. I also have a great interest in current affairs and history. I am passionate about politics, activism, mental health and health and wellness in addition to my legal studies.

· Recreationally I play tennis and practice yoga.

· I was the third year LLB Law Academic Representative for the academic year 2020/2021 in Maynooth University Students Union.

· I was the Vice- President for Conferences and Seminars of the European Law Students Association, Maynooth for the academic year 2019/2020. I was a co-director of the ELSA International Negotiation Competition which took place in March 2020.

· I have competed in inter-collegiate Moot Court and Mock Trial Competitions. I have excellent oral and written communication skills due to this and am a strong advocator.

· I have a Bronze Award qualification from the International Dance Teachers Association.