

Isobel Cullen

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PROFILE

I am a determined, focused and outgoing graduate with strong academic results and excellent communication skills. I have recently successfully completed all eight of the Law Society of Ireland's FE1 examinations, having passed each of these on my first attempt. I have experience in litigation, specifically in the areas of personal insolvency, employment law, debt collection, material damage claims and personal injuries.

EDUCATION

2020-2021: Law Society of Ireland FE1 Examinations

I have successfully completed all eight FE1 examinations on my first attempt.

2017-2019: (Merit Grade One/2.1) Postgraduate Diploma in Law – Technological University Dublin (TUD)

Key modules: Constitutional Law, Law of Tort, Law of Contract, Company Law, Criminal law, Core Legal Skills.

2014-2017: (2.1) BA (Hons) Creative and Cultural Industries - Dublin Institute of Technology/ Technological University Dublin (TUD)

Key modules: Intellectual Property Law, Human Resource Management, Project Management, Spanish, Communications, Business Management and Organisation.

2009-2014: Leaving Certificate - Loreto College, Swords, Co. Dublin.

EXPERIENCE

Legal Executive – Hayes McGrath LLP (November 2020 – Present)

Key responsibilities:

- Assisting in the handling of a wide variety of District Court civil litigation files, including material damage, product liability, public liability, and personal injuries files.
- Preparing, stamping, serving, and filing of legal documents.
- Dealing with client queries as well as calls from Agents, Solicitors and various other third-parties.
- Preparing briefs.
- Preparing for and attending trials.
- Closing litigation files.
- General office, clerical and administrative tasks including photocopying, typing, filing, organising meetings, and updating and maintaining electronic case files.

April 2020 – October 2020: Impacted by COVID-19 pandemic and studying for FE1 examinations.

Legal Intern - BHSM LLP (August 2019 – March 2020)

Key responsibilities:

- Prepared briefs for Counsel.
- Corresponded with various Court offices and Sheriff's offices.
- Opened and closed litigation files.
- Attended consultations with clients and took attendance notes.
- Completed filing and various other administrative duties.
- Covered reception when required.



CORE SKILLS

Strong analytical and research skills, excellent communication and interpersonal skills, acute attention to detail, ability to work well under pressure, excellent time management skills.



IT SKILLS

Proficient in Microsoft Office programmes (Word, Excel, PowerPoint and Outlook). Very experienced with Keyhouse case management system.

Sales Advisor – Elizabeth Arden (October 2017 – August 2019)

Key responsibilities:

- Carried out various administrative tasks such as completing staff rotas, email correspondence, photocopying and filing.
- Met company sales targets.
- Organised networking events with other businesses in the area.

Sales Advisor - Liz Earle Beauty Co (January 2017 - October 2017)

Key responsibilities:

- Assisted customers.
- Met company sales targets.
- Organised in-store events in order to generate footfall and brand awareness.

Administrator - Angel Alarms Ltd (October 2015 – December 2016)

Key responsibilities:

- Carried out administrative tasks such as creating spreadsheets, email correspondence and managing diary appointments.
- Assisted with social media marketing.
- Assisted with general office duties such as photocopying and filing.
- Answered telephone calls.

INTERESTS

- I enjoy learning new languages and have a conversational level of Spanish.
- I thoroughly enjoy travelling.
- I am an avid reader.
- I have had a keen interest in equine sports from a young age and have participated in competitions in the past.
- I volunteer at a wildlife rescue centre.

REFEREEES AVAILABLE ON REQUEST