

## PROFESSIONAL SUMMARY

A dedicated legal professional with diverse experience across the legal, sales, retail, and service industries. Skilled in managing competing priorities, having worked full-time during university and while preparing for the FE-1 examinations. Proven adaptability through work in various areas of law, including establishing and managing an Immigration Department, as well as handling personal injury cases. Consistently providing high-quality legal support to solicitors while efficiently balancing responsibilities.

## ACADEMIC INFORMATION

### Final Examination (FE-1), Law Society of Ireland

- Criminal Law - Pass - March 2024
- Equity Law - Pass - March 2024
- European Law - Pass - March 2024
- Property Law - Pass - March 2024

### Third Level Education '19-23

- Technological University Dublin  
Business & Law BSc  
Final Grade - 2.1

### Second Level Education '13-19

- Blackrock College, Co. Dublin

## KEY SKILLS

- Detail-oriented with strong communication skills.
- Exceptional organizational and analytical abilities.
- Excellent problem-solving skills.
- Dependable, adaptable, and flexible.
- Eager and willing to learn.
- Customer service-oriented with a passion for client care.
- First Aid certified.
- Skilled in financial reporting and analysis.
- Proficient in file management systems and software including Microsoft Excel, Word, PowerPoint, Office 365, Zoom, and Teams.

## PROFESSIONAL EXPERIENCE

### Keans Solicitors - Legal Executive 'November 2023 - Present

- Gained comprehensive experience across various areas of law including personal injury, medical negligence, conveyancing, and probate, while working for multiple solicitors.
- Established and currently head the immigration department, overseeing all cases and guiding its growth since its inception.
- Manage a portfolio of personal injury cases, handling all aspects.
- Conduct client consultations, gathering essential information to accurately represent and fulfil their legal needs.
- Brief counsel at various stages of proceedings, ensuring clear communication and strategy alignment.
- Assist solicitors in consultations and court appearances, including drafting legal documents and preparing case files, offering comprehensive support throughout the litigation process.
- Prepare legal documents for High Court and Circuit Court cases, ensuring accuracy and compliance with court requirements.

### Prepay Power - Sales Executive 'August 23 - November 23

- Consistently surpassed weekly sales targets by adopting a customer-centric approach and delivering personalised solutions.
- Built strong relationships with clients by understanding their needs, fostering trust, loyalty, and long-term engagement.
- Proactively engaged with potential customers, conducting needs assessments to provide tailored energy solutions.
- Regularly collaborated with team members to enhance sales techniques and strategies, fostering a supportive and high-performing work environment.
- Focused on customer satisfaction to ensure ongoing client retention and positive feedback.
- Developed strategic plans to maximize sales opportunities, contributing to the growth and success of the team.

### The Merrion Inn, Ballsbridge - Head Bartender/Student Manager 'Sep 22 - May 23

- Led bar operations as the head bartender, managing a high-volume area of the establishment while ensuring top-quality service and customer satisfaction.
- Demonstrated strong communication and interpersonal skills by engaging with customers in a friendly, energetic manner, creating a welcoming atmosphere.
- Oversaw student staff, providing guidance and support during busy shifts to ensure smooth operations.

## ACHIEVEMENTS

### SLWC Award - Technological University Dublin

- Recognized for raising the highest amount of funds among my third-year college cohort for The Gavin Glynn Foundation, a charity dedicated to supporting young children with cancer.
- Organised and led a highly successful golf fundraiser, ensuring 100% of the proceeds were donated to the foundation.

### Course representative

- Elected course representative in my final year in business and law.
- Responsible for raising any student concerns whilst being in constant communication with lecturers about course improvements. Responsible for co-organising the biggest social calendar event of the academic year; the BamBall.

### Public Speaking:

- Earned an honours during the Leaving certificate.

### Club Captain:

- Serving as captain of my Gaelic football team has been an honour, providing me with the opportunity to lead by example, motivate teammates, and contribute to the team's success and cohesion.

---

## HOBBIES

- Boxing - Competed during my youth and more recently participated in charity boxing events.
- Gaelic Football - Currently the Captain for Annacurra GAA.
- Rugby - Currently a member of Blackrock College Rugby Football Club.
- Tennis - Youth Tennis coach for Great Harbour Yacht Club, Nantucket, Massachusetts.
- Football - Participated in the Dublin Solicitors Bar Association league.
- Golf - Currently a member of Woodenbridge Golf Club.

## PROFESSIONAL EXPERIENCE CONTINUED

### Chez Shells Clothing Store, Newport, Rhode Island - Sales Associate - 'June 23 - August 23

- Proactively met and exceeded sales targets.
- Engaged customers by understanding their needs and offering personalized solutions.
- Built strong customer relationships, boosting sales and loyalty.
- Contributed to revenue growth by identifying opportunities and delivering exceptional service.

### Great Harbour Yacht Club, Nantucket, Massachusetts - Tennis Coach 'May 22 - September 22

- Provided tennis coaching to individuals and groups, including one-on-one sessions and organizing tennis camps.
- Assisted in developing tailored training programs, fostering player skill development.
- Managed pro shop inventory, ensuring sufficient stock and efficient merchandise handling.
- Collaborated with staff and members to create a welcoming, professional environment.

### Blackrock College - Rugby Coach '19-23

- Coached students with a focus on skill development in a fun and engaging environment.
- Enhanced communication by managing mixed-ability groups, ensuring individual progress.
- Strengthened organizational skills by tailoring training sessions to group needs.
- Fostered a positive atmosphere, promoting individual and team growth.

### Law Plus Solicitors LLP - Work Experience '16

- Ensured timely and accurate processing of all work requests from partners for various legal projects.
- Assisted with the legal database and hard copy filing system.