**Jennifer Dinneen**

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SUMMARY

A recent Commerce graduate, with a 2.1 Honours degree who has completed all eight FE-1 examinations and is aware of the structure, culture and procedures of the legal profession. I believe that I am calm under pressure and able to liaise with managers, administrative workers and decision makers with regards to on-going legal and commercial matters.

EDUCATION

**2018** Passed all eight FE-1 examinations

**2013- 2016** National University of Ireland Galway B.Comm - 2.1 Honours

**2008 – 2013** Salerno Secondary School, Threadneedle Road, Galway

WORK EXPERIENCE

**April 2019 – July 2019, September 2019 - Present Legal Intern, Litigation and Dispute Resolution, Eversheds Sutherland, Dublin**

Eversheds Sutherland is a top global law firm, providing the full range of legal services with a commitment to excellent service. I am currently working as a Legal Intern, specifically on the Mortgage Enforcement team. My role currently involves;

* Drafting and issuing Circuit Court proceedings
* Instructing counsel for cases nationwide, preparing legal packs, trial booklets and briefing counsel on key aspects of each case
* Attending counsel for High Court and Circuit Court hearings
* Sensitive handling of highly confidential matters
* Drafting of Affidavits, Notices of Motion, Exhibits required for litigation
* Adding to and maintaining up-to-date databases on case management, billing and knowledge
* Communicating with the client’s in-house legal team

**January 2019 – April 2019 Paralegal, Arthur Cox, Dublin**

Arthur cox is one of Ireland’s largest law firms, encompassing all aspects of corporate and business law.

* I was employed with Arthur Cox as a legal review analyst for large-scale eDiscovery projects, primarily in response to detailed CBI requests.
* My role involved working on a team of solicitors, project managers and paralegals providing a managed delivery service to Arthur Cox clients.
* By using state of the art legal technology experiences and legal project management tools, the team facilitated the efficient and timely delivery of client mandates.

**December 2018 Legal Intern, Alastair Purdy & Co. Solicitors, Galway**

Alastair Purdy & Co. Solicitors is one of Ireland’s leading law firms in employment law. Being the firm’s sole intern I moved between different areas of work and was responsible for a number of legal, technical and administrative tasks. During my time with the firm my duties included the following;

* Drafted Legal Submissions for matters before the WRC and Labour Court.
* Attended at initial consultations with clients and prepared the documentation for matters to be heard at the WRC and the Labour Court.
* Attended both the Circuit and High Court proceedings with clients.
* Drafted letters of advices following consultations with clients.
* Drafted attendance notes following Circuit and High Court proceedings.
* Attended and appeared before the County Registrar.
* Undertook legal research.
* Organised and prepared documents for the sale of properties.

**October 2016 – August 2018 Retail assistant, Maje, Brown Thomas Galway**

I worked as a retail assistant, with managerial responsibility on occasion, mainly within a concessionary area in Brown Thomas. I applied initially for a temporary Christmas post, but was shortly thereafter offered a permanent post, on a full time basis. I opted to work part-time, up to 30 hours per week, as during this time I also studied for and sat the FE-1 examinations.

Brown Thomas is a large organisation and during my time there I established close working relationships with all members of the retail and managerial team. My duties as a retail assistant included;

* Interacting with members of the public on a daily basis.
* Negotiating customer issues.
* Responsible for rota supervision.
* Responsible for stock management, trend forecasting and practical marketing strategies.
* Maintaining a pleasant demeanour whilst increasing sales.
* Ensuring excellent levels of customer service.
* Processing cash and credit transactions.
* Training new staff in relation to company policies and procedures.

**June 2014 – November 2016 Retail Pharmacy assistant, Staunton’s AllCare Pharmacy, Salthill, Galway**

I worked in a busy local Pharmacy, providing retail services and supervised over the counter advice to customers. I gained knowledge as to pharmaceutical products and their applications. I processed all retail transactions and provided front of business service to customers. This involved assisting individuals who were at times distressed and anxious and requiring reassurance and a confident approach. I inducted new employees as to the pharmacy retail protocols.

**Volunteer Work**

Click and Connect volunteer in Galway: I taught computer literacy skills to older adults who were not familiar with how to use a computer. I taught basic skills such as how to use the computer itself, to using applications such as Skype and email.

Mental Health service volunteer work: I worked on a voluntary basis in mental health day centres, assisting in daily activity programmes, gaining valuable experience and understanding of aspects of mental health, particularly chronic and enduring mental illness

ACHIEVEMENTS & INTERESTS

* Enjoy keeping fit, going to the gym 4-5 times a week.
* Keen interest in swimming and achieved my Pool Lifesaving Certificate at the age of 16.
* Interest in hockey and have played for both the school’s team and club teams.
* Enjoy reading, especially fiction, contemporary novels.

 KEY SKILLS

* Familiar with researching documents and case histories.
* Ability to work in a fast paced environment as part of a team with excellent attention to detail.
* Liaising with other professionals, such as counsel and medical experts.
* Ability to explain legal matters clearly to non-legal professionals.
* Polite and professional telephone manner.
* Tactful and articulate.
* Enthusiastic, ambitious, self-aware with initiative.