

Jennifer Dinneen

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SUMMARY

I am a motivated, enthusiastic and ambitious graduate of National University of Ireland, Galway (second class honours degree in B.Comm) and I have, since November 2018, passed all eight FE-1 examinations. I am aware of the structure, culture and procedures of the legal profession.

EDUCATION

2020-2021 General Master's in Law (LLM), University College Dublin

2020 Certificate in Technology Law, Law Society of Ireland

2018 Passed all eight FE-1 examinations, Law Society of Ireland

2013- 2016 Commerce degree, National University of Ireland Galway – 2.1 Honours

2008 – 2013 Salerno Secondary School, Threadneedle Road, Galway

WORK EXPERIENCE

January 2020 – April 2020 Paralegal, LK Shields Solicitors, Dublin

LK Shields are a leading Irish corporate and commercial law firm. I was employed with the firm as a paralegal, primarily supporting the litigation department, but also assisting across the firm's other wide-ranging practice teams. My role involved;

- Aiding solicitors in their preparation for trial
- Putting together and updated briefs for counsel and solicitors
- Attending court with counsel
- Conducting research for articles
- Putting together eBibles for counsel and solicitors
- Drafting attendances for court cases/phone calls
- Archiving, scheduling and discovery of documents

April 2019 – December 2019 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 was employed with the firm as a Legal Intern, specifically on the Mortgage Enforcement team. My role involved;

- 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
- Creating templates and processes, which were saved and circulated to other team members
- Corresponding with lay litigants
- Training new members and monitoring their progress

January 2019 – March 2019 Paralegal, Arthur Cox, Dublin

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

Curriculum Vitae

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;

- Drafting Legal Submissions for matters before the WRC and Labour Court
- Attending at initial consultations with clients and preparing the documentation for matters to be heard at the WRC and the Labour Court
- Attending both the Circuit and High Court proceedings with clients
- Drafting letters of advices following consultations with clients
- Drafting attendance notes following Circuit and High Court proceedings
- Attending and appearing before the County Registrar
- Undertaking legal research
- Organising and preparing 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. My duties as a retail assistant included;

- Interacting with members of the public on a daily basis
- Negotiating customer issues
- 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 – September 2016 Retail 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

Alone 'Befriending' volunteer: I have recently been accepted and have gone through training with the charity Alone. I will be matched up with an older person for an hour long weekly visit to combat loneliness with older people who are living alone.

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.

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, driven, self-aware with initiative
- Excellent IT skills with the ability to navigate many different case management systems
- Used to working to tight deadlines and managing time as effectively as possible, while still maintaining high standards