



SUMMARY

I am an ambitious person and a dedicated team player with great enthusiasm. I graduated in 2020 with a 2.1 Bachelor of Laws Degree and over the past four years I have cultivated a diverse range of legal experience across various practice areas while completing my FE1 exams. I have proven myself to be a hard-working individual with the ability to learn and thrive in fast-paced and challenging environments. I am eager to embark on the next step in my career and commence my traineeship under the guidance of experienced and respected solicitors.

EDUCATION

Bachelor of Laws Degree (LLB) 2:1

National University of Ireland, Maynooth
2016 - 2020

Leaving Certificate, 425 points

St Joseph's College, Lucan
2010 - 2016

SKILLS

- Exceptional communication and interpersonal skills
- Ability to work on multiple projects simultaneously in a fast paced environment
- Excellent organisational skills and the ability to prioritise tasks to meet strict deadlines
- High level of computer literacy, ECDL qualification, and experience using case management software
- Refined legal research skills and a passion for problem-solving

ACHIEVEMENTS

- Development of a bespoke Cloud-Based Infrastructure which operates to automate the processes of a Medium-Sized Business.
- Represented Allianz Ireland in the Ireland's Fittest Sponsor art competition 2024
- Participation in the VHI Women's Mini Marathon 2024
- Participation in the development of the Department of Justice Regularisation of Long-term Undocumented Migrant Scheme 2022

PROFESSIONAL EXPERIENCE

Legal Executive

Allianz PLC | 2022 - 2024

- Providing administrative and legal support to six solicitors.
- Attendance on Counsel in High Court and Circuit Court motions and trials.
- Drafting pre-trial correspondence and preparing court documents, briefs and books of pleadings.
- Utilisation of Microsoft Office, Adobe and Keyhouse.
- Diary management and file management, including opening and closing files, electronic filing, scanning, photocopying and archiving.

Legal Secretary

Martin & Grove Solicitors LLP | 2020 - 2022

- Providing administrative and legal support directly to the managing partner of a fast-paced legal practise.
- Consultation with clients and management of their files.
- Preparation of legal applications, including researching legal precedent and legislate to apply creative solutions to problems.
- Supervision of legal interns and attending court motions.
- Preparation of briefs and pre-trial correspondence in advance of Judicial Review applications.

REFEREES

Barbara Grove
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