Joanne Waters, B.C. L, LL.M

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***Summary:***

Graduate who has successfully graduated from University College Cork with a 2.1 Bachelor of law degree, and an LL.M Master of law degree. Law graduate who is capable of developing business and making a significant contribution to a progressive law practice.

**Education and Qualifications**

* **BPP University London, January 2017-September 2017**

Graduate Diploma in Law

* **Law Society of Ireland, 2013-2015**

Successfully passed all eight entrance exams

* **University College Cork, 2009-2010**

LL.M master’s law degree, 2:1

* **University College Cork, 2006-2009**

B.C.L (bachelors) law degree, 2:1

* **Limerick Tutorial College, 2003-2005**

Leaving Certificate-540 points

* **Bruff Secondary School, 1999-2003**

Junior certificate 5A’S and 5B’S, all higher-level subjects.

***Work Experience;***

***Paralegal***

***Arthur Cox, Ten Earlsfort Terrace, Dublin 2, April 2018-August 2018.***

*Job Responsibilities*

* I was part of the Legal Portfolio Management Team where I reviewed documents for discovery;
* I reviewed and ascertained which documents should be included in the discovery proceedings;
* I worked in teams and reported to a Supervisor.

***Paralegal***

John Gaynor & Company Solicitors, 42-46 Thomas Street, Dublin 8, March 2016-May 2016.

I worked as a Paralegal for John Gaynor & Company Solicitors and gained experience in Litigation,Personal Injuries, Conveyancing, Civil law, Family law and Wills and Probate.

Job Responsibilities

* Record of success in managing client files, including High court cases, and

established strong research experience in readying cases for proceedings;

* Personal Injury litigation including submission of PIAB applications, issuing

proceedings, sourcing experts and successfully settling and negotiating claims;

* Undertaking administrative tasks, verifying information and responding to queries;
* Managing a high-volume caseload involving both complex and straight-forward

personal injury claims, medical negligence claims and civil matters;

* Attended at initial consultations with clients and prepared briefs for counsel for

matters to be heard at district, circuit and high courts;

* I was responsible for swearing affidavits;
* Lodging various forms with the Probate office and Revenue Commissioners;
* Advising on and preparing medical negligence documentation.

**Legal Intern with a Commercial Law Firm**

**FitzGerald’s Solicitors, 6 Lapps Quay, Cork, November 2013 – February 2014**

I undertook an internship at FitzGerald’s Solicitors.

**Job Responsibilities**

* Successfully managing client files;
* Managing the firm’s administrative work;
* Postal Duties;
* Typing letters dictated to me and sending them to clients, agencies and others;
* Lodging cheques and money into Firm’s bank account;
* Acting as a support to solicitors, accountants and others;
* Banking and financial duties;
* Taking witness statements;
* Answering telephone calls and arranging appointments;
* Lodging court documents.

***Legal Assistant with O’Meara Solicitors,***

***South Mall, Cork, Ireland, August 2011-September 2011.***

This was my very first legal placement where I got the opportunity to work alongside solicitors and experience what it would be like to work as a solicitor.

***Job Responsibilities***

* Answering telephone calls and responding to client queries;
* Arranging client appointments;
* General administrative functions;
* Attending meetings and court;
* Lodging court documents.

**Achievements and Hobbies**

* Cross Country Running- I have won Gold in the Munster Cross Country Championships 2008, and consequently got to keep the cup for a year. I qualified for the European Cross Country Team in 2008 and I have won numerous medals at University Inter Varsity competitions and marathons. For example, I won numerous medals for finishing in the top six in the Limerick, Cork and Dublin mini marathons in Ireland.
* I won an award for Sports Person of the Year at an athletics awards ceremony
* I won a bronze medal for coming third in a drama competition in school
* I won a silver medal and a prize for a French project competition in school
* Music, Travelling and Culture.

**Skills**

* Good level of Computer software skills, experienced in expd8 software, Microsoft word, PowerPoint and Excel
* Clean Driver’s Licence
* Excellent interpersonal and communication skills
* Excellent professional attitude and professional image
* Capable of working under pressure while ensuring accuracy and attention to detail
* Excellent commercial awareness and excellent time-management skills
* A positive ‘Can do’ attitude and a proactive approach
* Ability to multitask and meet tight deadlines