­Joseph Mongey

5 Woodberry,

Castleknock, Dublin 15.

Phone: 0857607488

Josephmonge­­­y@gmail.com

**PERSONAL STATEMENT:**

Paralegal/Litigation Assistant 2+ years of relevant experience with a particular focus on insurance litigation, personal injury law, and medical negligence. I am a graduate of Dublin City University (BA) and Trinity College Dublin (LL.M.) currently sitting the entrance examinations to the Law Society of Ireland and, in addition, I have passed the Criminal Law, Equity Law, Tort Law, and Property Law FE1 exams.

**WORK EXPERIENCE:**

**Litigation Assistant – Kennedys LLP (August 2023 – Present)**

Key responsibilities include attending on counsel at court; reviewing CCTV; preparing briefs/booklets for counsel/experts; organising client papers, liaising with witnesses, counsel and experts; drafting letters, court documents, affidavits, motion papers, etc; accompanying fee earners to meetings/settlements and note taking; engrossing pleadings and finalising other documents, carrying out legal research, etc.

**Legal Administrator – Kennedys LLP (January 2023 – August 2023)**

Responsibilities include compiling and formatting briefs for counsel; medical experts; engineering experts, etc; drafting letters; engrossing pleadings; accurate electronic filing; aiding with discovery pertaining to insurance and medical negligence litigation, opening initial case matters on an internal case management system, diarising, carrying out conflict searches, additional administrative requirements where needed, etc.

**Project Assistant and legal Administrator - Mason Hayes & Curran (November 2022 – January 2023)**

Role centred on aiding in the administration of the Project Management Team in the Financial Services Department.

This was inclusive of conducting discovery of property documents; identifying title and security documentation; security review; document management - preparing ATRs, final receipts etc; liaising with external solicitors; tracking information using excel; filing; photocopying; updating records; scheduling documents; and general administrative assistance.

**Legal Assistant – Allianz Ireland Plc (March 2021 – March 2022)**

Primary role centred on supporting a set of in-house solicitors in managing their existing medical negligence and personal injury case load.   
  
This was inclusive of understanding and operating a case management system (Keyhouse) so as to swiftly and better organise the filing of documents; drafting of legal letters, motions, affidavits, particulars, etc pertaining to litigation matters; RBA applications; handling and dealing with incoming calls from clients, solicitors, medical attendants, etc; scheduling medical, settlement, and various other appointment dates where necessary; engrossing pleadings; preparing and formatting briefs for counsel; visiting the District Court Office, the Circuit Court Office, and Central Office so as to file pertinent and relevant matters with the Registrar; any additional ad-hoc administrative duties, and the maintenance of the paper filing system and the scanning of all incoming post.

**Technical Support Associate – Concentrix Ireland (January 2019 – December 2020)**

Carried out technical support and customer service work for a major UK telecommunications provider.

**EDUCATION:**

**2019 – 2020 Masters in Law (LLM) (Merit) (TRINITY COLLEGE DUBLIN)**

Allowing for a more thorough examination of law as a subject, I studied numerous modules that provided for a greater academic focus in specialised areas of law. In addition to dealing with a number of detailed academic issues regarding existing jurisprudence in public and private law, I studied modules that focused on and stressed the importance of legal writing and advocacy. I undertook a research dissertation pertaining to the criminal liability of the corporate form and the proposed offence of corporate manslaughter under Irish criminal law. I graduated with merit in the Autumn of 2020.

**2015 – 2018 BA (HONS) 2.1 ECONOMICS, POLITICS, & LAW (DUBLIN CITY UNIVERSITY)**

Covering the foundational and intermediate elements of economics, political science and law, I studied a number of modules that provided for a thorough inter-disciplinary degree integrating the three subjects. In the final year, I specialised in law and obtained a 2.1 honours degree that predominantly dealt with the core major legal components of Irish law.

**SKILLS:**

- Excellent touch-typing with a recorded range of 60-75 WPM (Words per Minute)

- Proficient in Microsoft Word, Excel, Powerpoint, Adobe, Nitro, and ShareFile.

- Experience with Westlaw and other legal research databases.

- Good knowledge of case management and billing systems including Keyhouse, Elite, and Imanage

- Experience in researching legal and economic journals as well as editing other texts

- Good communication skills and experience of conducting and presenting to other groups of students, colleagues, and faculty

- Superb attention to detail and solid organisational ability

**VOLUNTARY AND ORGANISATIONAL EXPERIENCE**:

I was previously a member of the Dublin City University Free Legal Advice Centre (FLAC). FLAC is a non-profit organisation which provides pro bono legal assistance by way of a network of legal advice clinics. Along with this, I was a member of the Dublin City University Law Society and the Trinity College Dublin Law Society.