**Laoise O’Malley**

**7 St Andrew’s Hall**

**Main Street**

**Lucan Village**

**Co. Dublin**

**Tel: +353862624248 (mobile)**

**Email:** laoisecampbell89@gmail.com

 **Career Objective**

**I wish to continue my professional career by applying and developing my skills through a traineeship with a commercial law firm.**

**Personal Information**

**Sex:** Female

**Date of Birth:** 20/10/89

**Nationality:** Irish

**Languages:**

* English (fluent)
* French (proficient)
* Irish

**Software Skills**

* Strong knowledge of online legal databases, such as, Better Regulation, Lexis Nexis, Justis and Westlaw
* Working knowledge of KeyHouse and DMS systems
* Excellent computer literacy
* Excellent typing speed – 60wpm
* Working knowledge of Microsoft Word, Excel, Visio and Powerpoint

**Personal Profile**An enthusiastic hardworking Corporate Law graduate, who has:

* Working knowledge of International, European, Irish and New York Law
* Competency in economics, accounting and business management
* Proficiency in conversational and legal French
* Basic knowledge of and a keen interest in aviation leasing and financing
* An ability to work independently and successfully in a high-performance team
* Strong analytical and numerical skills
* Excellent organisational skills
* Ability to react quickly and effectively when dealing with challenging situations
* Strong customer service skills
* Ability to multitask and willing to work to tight deadlines
* Tactful, discrete and respect confidentiality

**Education History**

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| **Sept- June 2015** | **International and European Business Law (LLM) - Trinity College Dublin** |

Overall Result: 2:1 (2nd class Honours Grade 1)

Subjects:

* EU Aviation Law 70
* International Aviation Law 70
* EU Financial Services Law 63
* EU Banking and Securities Law 67
* International Economic Law 68
* Arbitration and Alternative

Dispute Resolution 68

* Thesis: Aviation Leasing 65

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| **March 2015 and September 2015** | **FE1 Examinations** |

* In the March 2015 sitting, I passed the Criminal Law, Contract Law, Equity, Tort Law exams.
* I sat the Constitutional Law and EU Law exams in October 2015.
* I plan to sit the Property Law and Company Law exams in March 2016.

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| **April- June 2014** | **Law Society of Ireland’s Massive Open Online Course (MOOC) in Aviation Leasing and Financing**  |

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| **Oct 2013 – July 1014** | **New York Bar Candidate - Friarylaw New York Bar Programme**  |

* I sat the New York and Multistate Bar Exams in July 2014. I obtained a final score of 609 and a score of 665 was needed to pass.

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| **2012 - 2013** | **Bachelor of Laws (LLB) - NUI Galway**  |

Overall Result: 2:1 (2nd class Honours Grade 1)

Subjects:

* Land Law 63
* Land Law II 65
* Equity I 64
* Equity II 62
* Criminal Law 62
* Administrative Law 60
* Evidence 63
* Jurisprudence 64

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| **October 2012** | **Honours Degree of Bachelor of Corporate Law (2nd class honours grade 1)**  |
| **2011 - 2012** | **Final Year Corporate Law Examinations - NUI Galway** |

Overall Result: 2:1 (2nd class Honours Grade 1)

Subjects:

* Labour Law I 57
* Labour Law II 58
* Managerial Economics 58
* Legal and Business Ethics 71
* Comparative Competition Law 68
* Environmental Law 71
* Environmental Law II 70
* Cross Cultural Management 60
* Employment Relations 76
* Legal French 60
* Alternative Dispute Resolution 70
* Health and Safety Law 60

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| **2010 - 2011** | **3rd Year (Erasmus student), International Law in l’Universite de Poitiers, France.** |

Overall Result: Diplome Universitaire D’etudes Juridiques Francaises

Subjects Covered:

* Droit Constitutionnel • Institutions Europeene
* Droit civil • Relations Internationales
* Historique du droit francais • Libertes des droits fundamentaux
* Sociologie Politique

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| **2009 - 2010** | **2nd Year Corporate Law Examinations – NUI Galway.** |

Overall Result: 2:1 (2nd class Hons Grade 1)

Subjects covered:

* Constitutional Law I 55
* Constitutional Law II 66
* European Community Law I 63
* European Community Law II 58
* Company Law I 61
* Company Law II 62
* Commercial Law I 63
* Commercial Law II 55
* Management/Organisational Change 56
* Management 56
* Legal French 65

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| **2008 - 2009** | **1st year Corporate Law Examinations- National University of Ireland, Galway (NUI Galway).** |

Overall Result: 2:1 (2nd class Honours Grade 1)

Subjects Covered:

* Tort Law 60
* Contract Law 51
* Irish Legal Systems 44
* Legal Methods and Research 65
* Economics 75
* Accounting 60
* Legal French 68

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| **2007 - 2008** | **Leaving Certificate- Sacred Heart Secondary School, Westport.** |

* English C3
* Irish B3
* French C1
* Biology B1
* Business B3
* Maths A2
* Geography C1

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| **2004 - 2005** | **Junior Certificate – Sacred Heart Secondary School, Westport.** |

Overall Result: 10 Honours

**Work Experience**

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| **May 2015 – Present**  | **Arthur Cox Solicitors, Earlsfort Terrace, Dublin** |
| **Position:** | **Legal Secretary - Funds Authorisation and Asset Management** |

Legal secretary to Sarah Cunniff (Partner), Carl O’Sullivan (Consultant) and Eddie Carter (Associate)

Duties include:

* Compiling documents for submissions to the Central Bank.
* Compiling and updating funds documents in both hard copy and electronic bibles.
* Updating prospectuses.
* General administrative work – typing up dictations, typing up mark-ups of various documents, answering phones, corresponding with clients.
* General PA work – updating timesheets and calendar management of fee earners, booking flights, ensuring CPD requirements are met, ensuring contacts are entered into the Interaction system.
* Preparing and submitting invoices to clients.
* Filing funds documents and correspondence on the DMS system.
* Helped organise the “Arthur Cox – ETF Conference” in London.
* Helped update monthly bulletins and personnel bios on the Arthur Cox website.

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| **Jan 2015 – April 2015** | **McDowell Purcell Solicitors, Capel Building Dublin** |
| **Position:**  | **Commercial Property Intern**  |

Duties include:

* Organising schedules of documents for Bank of Ireland receiverships and preparing them for title analysis.
* Opening new case files on Keyhouse, conducting conflict of interest checks and filing.
* Running daily errands e.g. collecting deeds, going to the Stamping Office/Central Office, getting documents sworn.
* General administrative work e.g. corresponding with clients, solicitors and banks via post, email and fax.
* Compiling documents e.g. schedules of documents, letters of undertakings, memos.

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| **Sept 2012 – Sept 2014** | **O’Malley Properties Ltd. Quay Road, Westport, Co. Mayo.** |
| **Position:**  | **Administrative Assistant** |

Duties included:

* General administrative work e.g. answering phones, scheduling meetings and viewings, corresponding with clients via email and fax, filing.
* Meeting clients and conducting property viewings.
* Marketing properties online and keeping the property profiles updated.
* Invoicing clients.
* Taking minutes at meetings.

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| **January – March 2014** | **Garavan & O’Connor Solicitors, Castlebar, Co. Mayo.** |
| **Position:**  | **Legal Assistant**  |

Duties included:

* General administrative duties e.g. photocopying, making /receiving phone calls, writing letters and emails.
* Attending court hearings and taking notes.
* Conducting research on land conveyancing and criminal matters.

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| **Dec 2013 – March 2014** | **Seamus Hughes, Athlone and Longford Ireland** |
| **Position:**  | **Legal Assistant - Office of District Court Judge** |

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| **Jun - Aug 2012** | **Pappalardo & Pappalardo LLP, Scarsdale, New York** |
| **Position:**  | **Legal Intern** |

**Interned for the well renowned criminal defence attorney, Angelo Macdonald Esq.**

Duties included:

* Attending meetings with clients accused of various offences, which included: rape, gun possession, drug possession, underage drinking, drink-driving.
* Conducting research and discovery for a case relating to environmental law breaches.
* Attended hearings.
* Assisted with compilation of documentation for numerous hearings.

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| **June - July 2010** | **Unified Court System's Summer Internship Program -Westchester Supreme Court, New York.** |

**Position: Legal Intern**

**Interned for Judge Francesca Connolly.**

Duties included:

* Wrote draft summary judgments for the Judge’s law clerk and if approved, they were then passed onto the Judge.
* Compiled the parties’ documents for contested and uncontested divorce hearings. In doing so, I was in contact with both parties and their attorneys.
* Uncontested divorces: I examined the parties’ affidavits to ensure that all the statutory requirements were met.
* Contested divorces: I examined the relevant documentation and compiled a summary of what was contested by each party. Presented summary to Judge Connolly’s law clerk.
* Conducted research for Judge Connolly relating to certain matrimonial issues.
* Attended court hearings both matrimonial and criminal.

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| **July - Aug 2010** | **McCarthy Fingar LLP, White Plains, New York** |

**Position: Legal Intern**

Duties included:

* Conducted pretrial discovery for various matrimonial and trusts/estates cases
* Matrimonial case: I compiled a chart illustrating a spouse’s credit card and bank transactions which was subsequently used as an aid in court.
* Compiled promissory notes and other documents for a commercial case regarding the relocation of a well-known bank’s subsidiary.

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| **2014-2015****2013-2014** | **Noah & Co, Liffey Valley Shopping Centre, Dublin**Waitress**Chilli Coffee Shop, Westport, Co.Mayo** |

 Café Supervisor

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| **2012-2013****2008-2012****Summer 2007/2008** | **Dunnes Stores. Westside, Galway****Shop Floor Assistant****The Stuffed Sandwich Company, Westport, Co Mayo****Barista and waitress****The Galway Races, Ireland** |

 **Part-time Bartender**

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| **2006 - 2007** | **The Wyatt Hotel, Westport, Co.Mayo** |

 **Part-time Waitress**

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| **2004 - 2006** | **Heaney’s Pharmacy, Westport, Co.Mayo** |

 **Sales Assistant**

**Achievements and Interests**

* **A former member of the Law Society in the National University of Ireland, Galway.**
* **An active volunteer at the Free Legal Advice Centre (FLAC) in Trinity College Dublin and former member in NUI Galway.**
* **Former member of NUI Galway’s Debating Society.**
* **Former volunteer with Western Care and the Sacred Heart Nursing Home in Westport, Co. Mayo.**
* **Attends kettlebells classes four days a week and TRX classes twice a week**
* **Competitive Swimming – Ranked 3rd in Mayo and represented my school (Sacred Heart School, Westport) in the Relay Team at National Level.**
* **Irish Dancing - Qualified for the National Irish Dancing Championships.**
* **Horse Riding – A former mentor and member of Clew Bay Pony club. I still regularly participate in charity hunts and cross country events.**
* **Kayaking**
* **Jogging**
* **Golf**

**References**

**Available on demand**