

# Lauren Connell

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## Summary

Highly effective and experienced Litigation Assistant with extensive knowledge of the general office procedures and support required to effectively assist in a legal environment.

## Professional Experience

**Litigation Assistant** **10 October 2022- Present**  
**Kennedys** | Bloodstone Building, Sir John Rogerson's Quay, Dublin 2

- Accompanying fee earners to meetings with clients and note taking.
- Drafting pleadings and legal documents for review by lawyers on the team.
- Attending the Central Office in the Four Courts to lodge papers.
- Attending Motions and Trials in the District, Circuit and High Court.
- Liaising with witnesses, counsel and experts to organise consultations, and obtain witness statements.
- Liaising with clients in relation to information gathering.
- Drafting initial reports to Clients.
- Preparing briefs and letters of instruction to Counsel and Experts.
- Reviewing CCTV footage and preparing memorandums.
- Assisting with preparations for trial.
- Responsible for completing payment requisitions.

**Legal Executive** **3 March 2022- 28 September 2023**  
**John M. Quinn Solicitors** | Capel Building, Capel Street Dublin.

- Supported a team of solicitors and legal executives with photocopying, phone calls, post and general office administration.
- Took client instructions, managing Court files, and providing client updates.
- Responsible for file management and maintenance, including ensuring relevant documentation and correspondence is filed accurately and in a timely manner.
- Analysed, researched and summarized legal information.
- Prepared and completed entry of legal information into case management system.
- Attended the Criminal Court of Justice and the Four Courts of Ireland to represent the firm and assist Barristers.
- Responsible for scheduling consultations and managing diary.

- Built and maintained excellent relationships with third parties.
- Dealt with inbound and outbound enquiries, both written correspondence and by telephone.
- Planned and prioritised work based on importance/timescales and will adjust priorities in light of any changing circumstances.

**Luxury Sales Consultant**

**10 June 2018 – 22 October**

**2022 Brown Thomas** |Grafton Street, Dublin.

- Worked as part of a team to meet daily targets, to provide effective service and, to create a positive work environment.
- Tasked with performing cash drops, processing and issuing money orders for customers, and balancing the till at end of the day.
- Answered customer enquiries in a professional and polite manner, often going the extra mile to provide an enjoyable customer experience.
- Increased sales of products by applying proactive nature, customer preferences, and active listening skills.
- Dealt with customer complaints in a calm and professional manner, providing appropriate solutions for continued customer satisfaction.
- Work was continuously monitored to ensure personal targets are met and in December of 2018, I was awarded employee of the year.
- Produced quality work under time restraints by prioritising tasks, maintaining focus, and

**Education**

**Law Society of Ireland**  
**2020**

**October 2019-November**

- Passed 8 FE-1 examinations

**Maynooth University, Maynooth Co. Kildare**  
**2018**

**September 2014-June**

- Bachelor of Laws (LLB) 2:1 Honours

**St Peters College, Dunboyne Co. Meath**  
**2018**

**September 2008-June**

- Junior Certificate and Leaving Certificate