

LAUREN HEFFERNAN

CURRICULUM VITAE

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EDUCATION

FE1 Examinations: Completed over October 2017 and March 2018

Third Level: University of Limerick (2013 – 2017)
University Course: LLB Law Plus (with Law and Economics)
Final Award: 2.1 Honours (GPA: 3.20)

Second Level: Newbridge College, Co. Kildare (2008 – 2013)
Leaving Certificate: 485 Points

LEGAL WORK EXPERIENCE

Current **Coonan Cawley Solicitors, Co. Kildare** *Paralegal*

I begin work as a paralegal in Coonan Cawley Solicitors on 22 October 2018.

Jan – Aug 2018 **Power Solicitors, Co. Limerick** *Paralegal*

I began working at this boutique medical negligence practice as a legal secretary. I was given the position of paralegal after completing my FE1 Exams. My responsibilities included:

- Organising and taking the minutes of a meeting between our Principal and the Minister for Health, Simon Harris, at Leinster House;
- Taking the initiative in the progression of a number of cases through correspondence with clients and external bodies, for example liaising with hospitals regarding client records;
- Analysing medical records to decipher the date of a client's knowledge of their injury;
- Preparing cases for trial by drafting protective writs, replies to notices for particulars, instructions to experts and counsel, briefs to counsel; and
- Drafting a GDPR Policy for incoming employees and a GDPR Notice for clients.

At Power Solicitors, I worked both one on one with the firm's Principal and as a mentor to new interns. As I held the role of both legal secretary and paralegal, I gained useful administration experience and also improved my research and drafting abilities.

June 2017 **McCann FitzGerald Solicitors, Co. Dublin** *Intern*

As a summer intern on McCann FitzGerald's employment litigation team, my responsibilities included:

- Researching and writing memorandums on topics such as the 'gig' economy and whistle-blowing;
- Keeping the team updated on employment and industrial relations disputes and developments; and

- Proofreading contracts and other documents to ensure there were no grammatical or spelling errors.

Sep – Jan 2015/6 **A&L Goodbody Solicitors, Co. Dublin**

Co-op Intern

As a Co-op Student on the construction litigation team, my responsibilities included:

- Drafting letters, conducting proofreading tasks and compiling briefs and other documents for court;
- Carrying out money-laundering research on clients through the Company Registration Office and other sites;
- Researching niche areas of construction law and drafting memorandums which, in particular, were used in an arbitration; and
- Organising meetings and interpreters and drafting legal submissions for a pro-bono case.

OTHER WORK EXPERIENCE

May – Nov 2016 Sandwich Artist at Subway, San Diego CA and University of Limerick

May – Aug 2016 Hostess at The Field, San Diego CA

ROLES AND ACHEIVEMENTS

Debating and Mediation

- Placed second in UL's Kate Fleming Medical Mediation Competition.
- Member of the Debating and Law Societies, holding the positions of 1st Year Rep, PR Officer, Secretary and Vice-Auditor in the Debating Society.
- Member of a Disciplinary Sub-Committee regarding intra-team homophobia.
- Captained the Rigby Jones and Concern Debating Teams in Newbridge College.

Equestrian

- Completed the Pony Club B Test, a qualification allowing me to teach children up to 16 years to horse ride.
- Member of UL's Varsity Equestrian Team competing in its annual Inter-varsity's competition.
- Captained the Newbridge College Equestrian Team to victory in the All-Ireland League.

Voluntary Work

- Tutored for an after-school homework club for primary and secondary school students.
- Worked with "Jumping Jelly Beans" an after-school sports club for children with disabilities.
- Travelled to Lourdes with my Parish, assisting those in wheelchairs.

REFERENCES

Melanie Power, Principal
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