**Work Experience**

**Niall Colgan & Co Solicitors** – Paralegal

April 2018 – October 2018

* Conducted extensive legal research in various areas, such as employment law, landlord and tenant law and immigration law.
* Assisted on judicial review cases in the context of refugee law;
* Drafted all policies and procedures in order to ensure compliance with the General Data Protection Regulation from start to finish, including ensuring their online accessibility.

**BHK Solicitors** – Paralegal

August 2017 – January 2018

* Assisted and played a seminal role in the discovery process for high profile cases, in concert with practicing barristers;
* Assisted with secretarial tasks, such as scheduling meetings, and organising records;
* Assisted with the preparation and conclusion of property transaction in preparing Books of Titles;
* Worked in close proximity, and liaised with Barristers working on the same projects, on a variety of legal issues.

**Heineken Ireland** – Legal Intern

June 2016 – September 2016

* Assisted with company secretarial tasks, including converting Heineken Group company memoranda and articles of association to company constitutions according to the Companies Act 2014;
* Drafted a wide variety of contracts including supplier, sponsorship and trading agreements and rebate advances;
* Worked in close proximity with the HR department on the development and drafting of company policies;
* Liaised with external counsel on a wide variety of legal issues including both domestic and EU Food Safety & Beverage Labelling regulations;
* Attended several conferences in the name of the company on numerous current legal issues, including Brexit

**Saint Louis University Legal Clinics** – Legal Intern

August 2015 – May 2016

Entrepreneurship & IP Dept.:

* Managed a high volume of civil asset forfeiture cases and eminent domain cases from start to finish; including interviewing clients for intake, drafting legal documents and advising on tax-efficient settlement packages.
* Liaised with clients and solicitors on both litigious and advisory matters.
* Carried out Trademark, Copyright and other IP registrations.
* Provided legal assistance to clients in the formation of LLCs and 503(c)3-s and conducted strategic due diligence investigation.
* Served as Special Prosecutor for St Louis County on the Contempt Docket for a wide range of civil cases.
* Represented clients in Personal Bankruptcy cases in front of court-appointed Trustee and in depositions.
* Drafted pleadings, motions, demand letter, settlement agreements and other legal documents.

**Education**

**University College Cork** – Bachelor of Civil Law (International)

2013 – 2017

**Saint Louis University School of Law**

2015 – 2016

Final QCA: 2H1 – Second Class Honours

**Achievements and Interests**

* Fluent in English, French, Hungarian and have a Certificate of Achievement in Latin.
* Member of the editorial board of Cork Online Law Review.
* Nominated for the David Grant Student Attorney Award in Saint Louis University School of Law.
* Nominated and shortlisted for the Student Placement Award 2017 at the University College Cork School of Law and Commerce.
* Fully proficient in the Microsoft Office suite and other word processing software
* Enjoys rock climbing and learning new languages, and acted as Finance Officer for the UCC Hispanic Society.
* Former competitive swimmer.

**References**

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| **Niall Colgan**  Niall Colgan & Co  Solicitors  Managing Practitioner  +353 (086) 9574155  info@colgansolicitors.com | **Patricia O’Brien**  BHK Solicitors  Managing Partner  +353 (086) 838 9761  pobrien@bhk.ie |
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