

## Lisa-Marie Donnelly

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### QUALIFICATIONS:

THE LAW SOCIETY OF IRELAND  
Blackhall Place, Dublin 7, D07 VY24

- **Final Examination - First Part (FE-1)**  
Contract, Property Law, Equity & Trusts, Constitutional Law, Criminal Law, Tort and European Union Law

NATIONAL UNIVERSITY OF IRELAND GALWAY  
University Road, Galway, Ireland H91 TK33

- **LLB (Bachelor of Laws)**  
2:1, 65.42 (2015-2016)  
Subjects Included: Industrial & Intellectual Property Law 73%,  
Consumer Law & Policy 60%
- **Bachelor of Corporate Law**  
Overall Result for Degree: 2:1, 65.45  
Final Year Result: 2:1, 67  
Third Year: 3 months studying in France.  
Second Year Grade: 2:1, 62  
First Year Grade: 2:1, 63.5  
Previous Projects: As part of her final year I gave a presentation on an area of Information Technology Law and received a grade of 70% and also did an essay in this area and received a mark of 80%.  
Subjects Included: Legal Methods & Research 68%, Information Technology Law 76%

ARDSKOIL NA TRIONÓIDE  
Rathstewart, Athy, Co. Kildare, R14 DK12

- **Leaving Certificate**  
385 points (2004-2010)

### CAREER HISTORY

**LEGAL OFFICER IN THE ETB LEGAL SERVICES SUPPORT UNIT (LSSU)**  
Piper's Hill, Kilcullen Road, Naas, Co Kildare (May 2018 – present)

Responsibilities include:

- General administration and implementing a system of recording all legal queries received by the unit;
- Obtaining and creating content for a tool on the Education and Training Board Ireland (ETBI) website to aid with compliance of the Data Protection Act 2018;
- Drafting summary notes of upcoming legislation which may affect the sector;
- Conducting research when answering legal queries received from Education and Training Boards across Ireland;
- Researching legislation such as the Education (Admission to Schools) Act 2018 and drafting template documents to facilitate compliance of such legislation within the sector; and
- Drafting data protection policies in line with current legislation and research various legislation for updating the contents of ETBI policies.

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### **SALES ASSISTANT**

Edmund Rice Square, Athy, Co Kildare (December 2016 – May 2018)

Responsibilities included:

- As a cashier: manned the cash register and handled cash transactions, issued Payzone receipts, sales referrals and cross-sell products, kept reports of transactions and resolved customer complaints.
- As a shop floor employee: trained new colleagues, maintained excellent store condition, recommended and displayed items that match customer needs, printed labels, electronically monitored sales as well as stock levels and ordered new stock accordingly, kept up to date with product information and upcoming offers and trained new staff. Completed a manual handling course.

### **SERVICE STATION EMPLOYEE**

Gala, Carlow Road, Athy, Co. Kildare (September 2008 – December 2016)

Responsibilities included:

- Managerial and supervisory duties;
- Took payment from customers either by electronic transfer or cash;
- Supervised and trained new staff;
- Monitored stock, printed labels, adjusted the tills accordingly, operated the deli, ordered and signing for deliveries;
- Opened and closed the shop early morning and late at night; and
- Responsible for shop keys and balanced the tills.

## **WORK EXPERIENCE**

### **SHEEHAN & PARTNERS SOLICITORS**

Cunningham House, 130 Francis Street, Dublin 8 (January – March 2016)

Responsibilities included:

- Filed documents with the Central Office and Circuit Court Civil Office, as well as paid the relevant stamp duty in the Four Courts;
- Accompanied many of the firm's solicitors to court proceedings in the Criminal Court of Justice and also in Cloverhill;
- Prepared documents into numerous booklets for counsel and those involved in a particular case;
- Delivered files to the relevant senior counsel in a particular case;
- Gathered documents for a client leaving the firm and to be sent to another firm;
- Analysed CCTV footage involving various clients and communicated my findings to the supervisor; and
- Updated copies of legislation in the office.

### **JACQUELINE MCMANUS SOLICITORS**

3 Duke Street, Athy, Co Kildare (July 2015)

Responsibilities included:

- Lodged an application for an appeal to the High Court, arranged appointments and met barristers, took notes during court cases, stood in and represented clients and got their cases adjourned due to

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a family emergency, set up prison professional visits, printed and delivered case briefs for both junior and senior counsel, drafted letters for civil litigation proceedings, attended a prison professional visit and consulted with Gardaí

### **VOLUNTARY**

#### **FREE LEGAL ADVICE CENTRE ASSISTANT**

National University of Ireland Galway (2012 – 2013, 2014 – 2016)

Responsibilities included:

- Being part of a team providing free legal advice to students within my university, NUI Galway, regarding tenancy law, criminal law, employment law *etc.*

### **SKILLS**

- Communication: excellent communicator with Directors, Chief Executives and Data Protection Officers within the 16 Education and Training Boards across Ireland in relation to legal queries and organising meetings.
- Team work: proactive team player with experience drafting a regular newsletter as part of the ETB Legal Services Support Unit providing the education sector with relevant legal updates.
- Attention to detail: reading legislation, drafting Data Sharing Agreements and reviewing contracts for various Education and Training Boards. Also, drafted letters while at Jacqueline McManus Solicitors on behalf of clients as part of civil litigation proceedings.
- Leadership: efficient leader with experience of leading a management of organisational change project and obtaining a 2nd class honours grade 1 result.

### **INTERESTS & ACHIEVEMENTS**

- CrossFit Style Circuit Training and Irish Dancing: Winner of numerous competitions and former member of a Senior Dance Troup for special occasions. Circuit Training and Zumba. Completion of the VHI Women's Mini Marathon 2018.
- Secondary School: Student of the Year in 2007, Nominated Student of the Year in 2009, Assistant Manager to the schools' Mini Bank.
- Gaisce: Bronze and Silver achieved.

### **REFERENCES**

Ms. Pamela Keegan  
ETB Legal Services Support Unit Manager  
Education and Training Boards Ireland  
Kilcullen Rd  
Piper's Hill Campus  
Naas  
Co. Kildare  
[pamela.keegan@etbi.ie](mailto:pamela.keegan@etbi.ie)

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Jacqueline McManus Solicitors  
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