

# Lisa Collins

Aughaluskey, Castlebar, Co. Mayo | 085 150 1133 | lisacollins16@gmail.com

An Irish educated and New York State Qualified Attorney seeking training contract with Irish firm commencing 2020.

## **EXPERIENCE:**

**KEEL COTTRELLE, LLP, Toronto – *Legal Assistant*** November 2017 – November 2018  
(Returning to Ireland to complete FE1 exams)

- Drafting Wills and Estate planning documents and arranging the execution of same.
- Preparing various tax forms and filing them with the Canada Revenue Agency and the Internal Revenue Service.
- Conducting legal research into the Tax Cuts and Jobs Act 2017 and compiling memorandums regarding the Act and by extension its impact on clients.
- Constantly enhancing my ability to multi-task by working on complex documents whilst completing numerous other tasks as they arise.
- Performing a wide variety of associated legal tasks such as corresponding with clients, setting up client meetings, organizing and maintaining client files, processing accounts, managing intake of client payments, reviewing and updating documents as clients' request.
- Meeting with clients to execute both Estate and Trust documents as delegated by senior Attorney.

**DOUGLAS & LONDON, P.C., New York City – *Attorney*** September 2016 - August 2017

- Handled a variety of U.S. tort actions, including environmental cases and medical cases involving defective drugs and medical devices.
- Selected as a trial team member in the C-8 multidistrict litigation on behalf of Plaintiff Kenneth Vigneron, who alleged defendant DuPont contaminated his water with a known toxin.
- Personally chosen as a member of the small team of people chosen to organize and conduct the subsequent settlement between the approximate 3,500 other plaintiffs, and DuPont.
- Communicated effectively with a wide range of people and improved research, legal writing and organizational skills throughout the trial and subsequent settlement.
- Managed upwards of 100 cases through the early discovery process for both the Invokana drug litigation and the Hernia Mesh litigation.
- Helped to establish general science themes that supported the theory that the Invokana drug increased the risk of injury in its users, which resulted in the Food and Drug Administration subsequently issued warning label changes for these injuries.
- Led a team to develop parameters for injuries resulting from defective hernia mesh products, which were incorporated by the firm for the discovery process and filing cases.
- Responsible for document review pertaining to the Invokana litigation and for a large class action the firm was prosecuting regarding the effects of Super Storm Sandy.
- Instigated a new system for managing incoming clients, resulting in a greater number of clients retaining the firm.

**THE LEGAL AID BOARD, Galway - *Legal Intern*** July 2015

- Prepared Family Law Civil Bills and Civil Partnership Civil Bills for use in the family court.
- Assisted the lawyers with trial and hearing preparation by producing briefs for court, documenting all pleadings, consultations and attendances to date.
- Responsible for negotiating settlement options with clients, referring these options to the lawyer and opposing party, and completing the subsequent paperwork.
- Prepared litigants for hearings by creating affidavits of means for discovery purposes.
- Responsible for selecting and interviewing clients and gathering all required information.

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## **L.K. SHIELDS SOLICITORS, Dublin - *Legal Intern***

June 2013 – December 2013

- Spent 7 months in L.K. Shields as part of my Cooperative Education Placement in the University of Limerick, gaining experience in both the Company Secretarial and Compliance Department, and the Litigation and Dispute Resolution Department.
- Worked closely with partners and lawyers on an active caseload enhancing my teamwork and communication skills.
- Prepared a variety of documents all of which amplified my attention to detail and my legal research skills.
- Role involved an ability to multitask between arranging for pleadings to be sworn, notarized and filed, and coordinating assignments between the Companies Registration Office, the Land Registry and the Four Courts.
- Nominated three times for 'employee of the month' by three supervisors in both departments.

## **PART-TIME/SUMMER WORK:** (While studying)

### **ABBEYBREAFFY NURSING HOME, Mayo**

July 2010-September 2014

Worked as a Healthcare Assistant as part of the support services team in a variety of roles in a busy, demanding and pressurized work environment, which enhanced my capacity to think on my feet and my flexibility in adapting to contrasting roles in the workplace.

### **LARCHMONT SHORE CLUB, Larchmont, New York**

July 2012-August 2012

### **BREAFFY HOUSE HOTEL, Mayo, Ireland**

September 2008-May 2010

## **EDUCATION:**

### **UNIVERSITY OF LIMERICK, Limerick**

September, 2011-May 2015

Graduated with a 2:1 Bachelor of Laws (BCL) degree in Law and Sociology

*Activities:* Law Society, Boxing Society, Krav Maga Club, volunteered on a number of projects including Charity Week, the Great Limerick Run, the International 'buddy' Programme, Epilepsy Ireland and the Irish Association for Counselling and Psychotherapy.

## **INTERESTS/HOBBIES:**

- I enjoy participating in team sports and I am currently the captain of our softball team in Toronto.
- I love playing the piano and the challenge of learning new pieces.
- I enjoy challenging my mind and I have a supply of crossword puzzles, which I relish conquering at the weekends.

## **LICENSURES AND AFFILIATIONS:**

Licensed New York State Attorney (February 2017)

American Bar Association

Irish-American Bar Association of New York

References available on request