**LORNA VERDON**

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 lornaverdon@gmail.com

SUMMARY

* UCD law graduate with demonstrated professional ability in persuasive oral and written argument, legal research, and client communication.
* Experienced in working in a target-driven business environment and applying case strategies which encompass both technical and commercial considerations.

WORK HISTORY

 **DAC BEACHCROFT**

Dublin, Ireland

**Litigation Executive** **06/2016 to present**

Currently a member of the defendant personal injury and claims solutions team, assisting solicitors with litigated caseloads and maintaining responsibility for:

* Obtaining and drafting pleadings, witness statements and letters of response;
* Instructing counsel, medical experts, and engineering experts;
* Communication with clients, insured parties, and Plaintiff legal firms;
* Drafting quarterly reports to clients;
* Perusing Requests for Discovery and complying with same;
* Attending counsel at court;
* File management including accurate logging of invoices and fee notes,

 **KLAIN & ASSOCIATES**

Chicago, Illinois

**Law Clerk** **09/2014 to 06/2016**

Responsible for client hearing preparation and case management, which involved:

* Ordering medical records and complying with relevant data protection and disclosure legislation;
* Reviewing and abstracting thousands of pages of medical records weekly;
* Researching complex medical conditions and legal theory;
* Drafting legal arguments for submission to administrative law judges;
* Liaising with judicial assistants, medical experts, and clients of diverse backgrounds;
* Presenting cases to hearing attorneys and working within the legal team to ensure all casework has been completed.

**TRANSPARENCY INTERNATIONAL**

Dublin, Ireland

**Advocacy and Legal Executive** **06/2014 to 08/2014**

Volunteered for the national branch of a global anti-corruption organisation and was given responsibility for:

* Maintaining the whistleblowers’ helpline;
* Completing intake of new clients and dealing with sensitive issues in a confidential manner;
* Advising members of the public on legal issues in relation to data protection, white collar crime, and the Protected Disclosures Act 2014;
* Developing a risk assessment of the helpline and working towards national accreditation.

**HMV IRELAND**

**Visual Merchandiser and Sales Assistant**  **09/2009 to 08/2014**

Worked part-time throughout university as a retail sales associate with responsibility for visual merchandising and customer satisfaction.

 EDUCATION

**Masters in Common Law (MCL) 2:1**

**University College Dublin 09/2012 to 06/2014**

* Student Legal Service advisor and student handbook contributor.
* Cecil Lavery Moot Court competition semi-finalist.

**Bachelor of Arts (Music with Politics & International Relations) 2:1**

**University College Dublin 09/2009 to 06/2012**

* Awarded the UCD Entrance Scholarship and UCD High Achievers Award.
* Contributor to the UCD College Tribune and member of An Gaisce Society.
* Completed electives in French language and literature, psychology, and linguistics.

**Leaving Certificate 545 points**

**Our Lady’s Grove Secondary School 09/2003 to 06/2009**

* Awarded “Academic Excellence” in Music, English, and History Research (Sixth Year).
* Senior Choir member (Fifth and Sixth Year).
* Leinster Senior Hockey Finalist (Sixth Year).

SKILLS AND INTERESTS

**Information Technology:** Proficient in Microsoft Office, Google Drive, Elite Enterprise and client case management systems such as Prevail and SolCase.

**Team Sports:** Participated in field hockey and doubles’ tennis at secondary school level and university level.

**Music:** Classically trained in piano (RIAM Grade 8), with considerable experience writing about alternative and rock music for online blogs and university newspapers.

**Athletics:** Avid runner, currently preparing for marathon training in 2017. Past races include the Chicago Spring Half-Marathon 2015, the Chicago Polar Dash 2015, and Hell and Back 2014.