

MAEVE LYNCH

PROFESSIONAL SUMMARY

Dedicated Legal Executive offering professional, reliable support across varied legal matters. Creates and maintains accurate, detailed documentation to support positive case outcomes. Autonomous and hardworking with extensive experience of Personal Injuries caseloads. Experienced working as part of a team in a number of different industries, I love working as part of a team and in a busy, fast-paced environment.

I am a dedicated and dependable candidate looking for a training contract for the next step in my career.

WORK HISTORY

Legal Intern – Philip Lee Solicitors – Feb 23 – Present Role

- Working on the Data Protection Litigation team
- Filing documents in court offices
- Preparing briefs for counsel/ for the court
- Drafting letters of engagement
- Conducting research on ongoing matters
- Drafting Affidavits/ Notice of Motions etc.
- Taking attendances on client calls/ client meetings
- Attended Competitive Dialogues as a note taker
- Attending court with counsel

Legal Executive, 08/2022 to 02/2023

O'Brien Lynam Solicitors - Fitzwilliam Square , Dublin

- Handled case documentation safely and securely
- Served court summonses and orders for prompt action.
- Prepared case briefs and motion papers.
- Attended motions with counsel.
- Performed additional research and evidence gathering to strengthen our clients cases.
- Assessed and summarised legal reports.
- Reviewed legal documents for accuracy and compliance.
- Recorded detailed notes from client and witness interviews for further investigation.

Researcher, 01/2021 to 05/2021

Social Justice Department - UCD - Clonskeagh , Dublin

- Accurately collated and summarised gathered information for my lecturer about how to improve the social justice modules and the course overall.
- Hosted focus groups with 1st and 2nd year social justice students and speaking directly to them about concerns and

CONTACT

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SKILLS

- IT Skills
 - Microsoft Office
 - ECDL Certificate
 - Document preparation
 - Trial proceedings
 - Legal research
 - Case management
 - Litigation support
 - Investigative and reporting skills
 - Document filing
 - Records maintenance
 - Customer service
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issues they wanted to raise regarding the structure of the social justice programme.

- Peer reviewed deliverables to improve integrity and quality.

Legal Assistant, 06/2019 to 12/2019

O'Brien Lynams Solicitors

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Front of House , 08/2020 to 08/2021

Street Restaurant - Clonskeagh, Leinster

Shop Assistant, 09/2018 to 05/2019

Dunnes Stores

Customer Service agent, 10/2017 to 07/2018

Paddy Power

Catering Assistant, 04/2017 to 08/2017

Dingle Bay Hotel - Dingle

Catering Assistant, 04/2016

Retail Assistant, 04/2015 to 05/2015

Savi Clothing - Dublin , Dublin

EDUCATION

BCL, Law & Social Justice, 09/2017 to 05/2021

University College Dublin - Dublin

- 2:1

High School Diploma, 2017

Mount Anville Secondary School - Goatstown

Results: Spanish H1 Religion H2 Home Ec H2 Music H2 French H2 Irish H2 English H3 Maths 02

INTERESTS

Interests and Achievements. , Member of Dingle Sailing Club, Member of Naomh Olafs GAA Club Grade 8 certified Piano Grade 8 certified Drama Member of Pemboke Hockey Club – I play as a Goal Keeper!