**Máiréad Dinneen**

**Personal Details:**

**Home Address:** Abbey Road, Garryhesta, Ovens, Co. Cork, Ireland

**Mobile:** +353-851079409

**Email**: Mairead.Dinneen@outlook.com

**Personality Profile:**

A First Class Honours Law graduate of University College Cork. Highly ambitious, driven and hard working team player who is quick to take initiative when required. Possesses the ability to work quickly and accurately under pressure, dealing confidently with changing priorities and deadlines.

**Education:**

**Law Society of Ireland, Final Examinations 1**

Sept. – Oct. 2014

Passed ; Company Law (62%), Law of Contract (67%), Criminal Law (59%) , Law of Tort (51%).

**University College Cork, Bachelor of Civil Law**

Sept. 2011- June 2014

**Overall Result: 72%, First Class Honours (Ranked 2nd / 58 students)**

**Final Year Results Included:**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Law | **73%** | Jurisprudence | **70%** |
| Equity and Trusts | **74%** | Family Law II | **78%** |
| Banking Law | **72%** | Medical Law II | **72%** |

**Coláiste Choilm, Ballincollig, Co. Cork**

Aug. 2008- June 2011

Leaving Certificate CAO Points: 495, including Irish (A2), Home Economics (A2)

**Work Experience:**

**Fragomen LLP, London** Feb. 2016- Aug 2016

Paralegal

* Caseworker, Fee- Earner and Client Contact on the Irish Inbound Team
* Taking full responsibility for running 100+ own cases from initiation to completion
* Supporting client relationships with a number of key corporate clients
* Undertaking client calls and liaison with all parties involved in immigration process
* Drafting entry clearance advice and submission letters where required
* Researching Irish Immigration law on an as needed basis.
* Responsible for tracking expiries for employment permits and residency permits
* Responsible for billing of own cases and meeting monthly targets
* Attending training on leadership skills, time management, presentations, research etc.

**Foxtons, London**

Oct 2015.- Jan. 2016

Move Consultant

* Foxtons is London’s leading Estate Agency, having entered the FTSE 250 following a successful flotation to the stock market in 2013. As part of the Move Consultancy department, I was responsible for maintaining and adding to the company’s portfolio of clients in the Dulwich area of South East London.
* Worked as a bridge between the front office and head office maintaining a constant dialogue to ensure maximum productivity
* Proactively sourced new clients through the use of existing company data and public forums
* Managed a database of 1000+ clients
* Participated in regular presentations to other offices on market insights and best practice

**Comyn Kelleher Tobin Solicitors, Cork** Jan. – Aug. 2015

Junior Paralegal

* Gained experience in a range of areas including Commercial law.
* Completed an internship in January 2015, was subsequently offered a full time paid role
* Assisted the office whilst the firm’s trainee attended PPC 2 from March – July 2015
* Conducted research on various subject areas
* Developed organisational skills through management of the office diaries for client appointments and court appearances.
* Assisted reception with clients and operated the telephone switchboard in a professional manner dealing with client queries.
* Responsible for the Office’s banking and postal needs.
* Improved computer skills including Microsoft Office, Outlook, Solicitor Case Manager Systems Opsis and Axle.
* Gained excellent experience in administrative tasks such as photocopying, filing and scanning

**Murphy, Long and Taaffe Solicitors, Co. Cork** Oct.-Dec. 2014

Temporary Legal Assistant

* Gained exposure primarily to personal injury litigation and commercial law
* Developed legal writing and verbal communication skills.
* Undertook research tasks across a wide range of areas.

**Public Defenders’ Office, San Francisco**

May- July 2014

**Summer Internship Programme 2014** (Full-time)

Legal Intern

* One of two students chosen by UCC to undertake placement in San Francisco in an office that provides legal defence to indigent clients
* Worked on misdemeanour trials regarding drunk driving, sexual battery, assault, domestic violence, resisting arrest and public intoxication.
* Worked on a felony case involving attempted murder and gangland crime.
* Conducted research assignments and attended court with assigned attorney almost daily
* Accompanied the private investigator on trips to interview witnesses.
* Contributed to drafting motions to sever co-defendants and to supress evidence for trial.
* Developed strong communication and interpersonal skills through interviewing clients, preparing them for their testimony and offering feedback.

**Bandon and District Homes Ltd., Co. Cork**

Sept. 2011- Sept. 2015

Property Management Assistant (Part- time)

* Assisted with management of a portfolio of 15 rental properties on behalf of Property Development Company Bandon and District Homes Ltd. (Family business).
* Advertised vacant premises online. Set up viewings and showed potential tenants around the property, keeping up to date with knowledge on the local area (eg. Schools, local developments and investments).
* Selected the most suitable clients for each vacant property.
* Acted as a point of contact for any issues that either landlord or tenant may have had.
* Researched and kept reasonably abreast of rent rates and valuations for similar houses.
* Prepared each property for the next tenants including cleaning and assessing whether any repairs were necessary.

**JD Sports, Co. Cork**

April 2012 -December 2013

Sales advisor

* .Developed and demonstrated exceptional customer service skills.
* Enhanced ability to work as a part of an excellent team to reach goals and improved interpersonal skills.

**Interests:**

* Recently developed a keen interest in Blockchain Technology and the potential effect of smart contracts on the business world. Member of the London based Ethereum Meet- Up, which holds monthly events.
* Member of Dulwich Harps Ladies GAA team - (Gaelic Football)
* Travel- have visited many cities throughout Europe. Travelled to the West Coast of America in the summer of 2014. Spent 6 weeks working in the Algarve summer of 2013. Have worked in large office environments in San Francisco and London.
* Attend the Gym on a twice weekly basis.

**Referees:**

Ms Gretta Morrissey, Comyn Kelleher Tobin Solicitors, e-mail: [ckt@ckt.ie](mailto:ckt@ckt.ie), Telephone +353214626900

Mr Yali Corea Levy, San Francisco Public Defenders Office, e-mail [Yali.corea-levy@sfgov.org](mailto:Yali.corea-levy@sfgov.org), Telephone 001-415-553-9501