

RELEVANT EMPLOYMENT HISTORY

LAW RELATED

LAVELLE SOLICITORS OCTOBER 2015 - OCTOBER 2016

- During my internship at Lavelle Solicitors, I have completed rotations in both the Conveyancing and Debt Management and Asset Recovery Departments. I have been given trainee-level work and substantial professional autonomy over files.
- In the Conveyancing Department, I assisted in the drafting of Contracts and all related legal documents involved in the buying and selling of various properties. I found that I was more than capable of such responsibility and was commended on my ability to liaise with various team members, financial institutions and solicitors, ensuring that the client's needs were always at the forefront of my objectives.
- In the Debt Management & Asset Recovery Department, I worked specially on managing the 300 possession files and over 100 summary judgement files for two leading lending institutions. With regards to the possession proceedings, my responsibilities included drafting affidavits, pleadings, ex parte applications and directing Counsel. In relation to the summary judgement proceedings, my responsibilities included obtaining judgements through the Central Office of the High Court, enforcing judgements by way of judgment mortgages and drafting Affidavits. My other responsibilities included engaging with solicitors, insolvency practitioners and court clerks, reviewing files, attending court and liaising with our clients on a daily basis.
- This experience is relevant as it shows that I thrive working in a commercial law firm which is driven by results in a collegial environment. I am capable, hard-working, academically curious and reliable. My standard of work has been praised by both the firm and clients that I work for. I can bring these skills to Byrne Wallace where the firm will help me further establish and encourage my professional development and capabilities.

MCGRATH MCGRANE SOLICITORS, DUBLIN 7 SEPTEMBER 2014 - OCTOBER 2014

- During my internship at McGrath McGrane, I was exposed to many areas of law. These included Judicial Review proceedings, Conveyancing and various civil matters. This dynamic nature of work was characterised by an ethos of teamwork and collaboration where my input was valued and encouraged. There was a strong emphasis on client communication in the firm and I enjoyed meeting the clients and working to achieve their desired results.
- My key responsibilities included dealing with queries from clients, drafting letters, taking minutes of meetings, preparing Booklets of Pleadings and carrying out research for new cases the Managing Partners were considering working on.
- This experience is relevant as it allowed me to further develop my teamwork and communication skills by working as part of a team and having to convey the results of my research in concise and accurate terms to the firm's Partners. I have excellent interpersonal skills whilst also being highly organised, efficient and able to multi-task. This allowed me to contribute to the work in the firm in a meaningful and contributive manner. I also learned that I am more than capable of working under pressure to a deadline with my standard of work remaining consistent throughout. This is essential as employees in Byrne Wallace are characterised by their excellent standards and their ability to provide sensible and commercial solutions to their clients. I believe that I would easily assimilate to such a working lifestyle and ethos.

CARLEY & CONNELLAN SOLICITORS, DUBLIN 2.

AUGUST 2011 - SEPTEMBER 2011

- My key responsibilities included providing support with the preparation of pleadings, summary reports and client letters. I also drafted internal memos and legal advices, which were circulated to clients on many occasions. In addition to this, I attended the Central Office weekly and undertook a training course in Justis Legal Research.
- I believe that I learned many valuable lessons from this internship. I gained a real insight into the inner workings of a law firm from practical matters such as preparing Booklets of Pleadings for Court, to dealing with clients first-hand, to experiencing the elation and sense of teamwork when a case the entire firm has been working on is successful.
- It has reaffirmed my long held understanding that not only am I well suited to life in a law firm but that I excel when given responsibility in the field. I find the work to be worthwhile, engaging and above all else, satisfying.

NON-LAW RELATED

GOTHAM SOUTH RESTAURANT, CO. DUBLIN. SEPTEMBER 2011 - SEPTEMBER 2014

- My key responsibilities included operational efficiency and creating a relaxed environment where service delivery and product quality were exemplary. I contributed to maintaining optimal standards of service at all times whilst also training staff members in conjunction with the general manager.
- From this position I learned that I am constantly able to adapt to changing circumstances with my standard of work remaining consistent throughout. I have excellent inter-personal skills and I thrive working in a fast-paced, dynamic and challenging team environment.
- This experience is relevant as it was a job where the vital component was one of collaboration. We worked together as a team and established an atmosphere of mutual support and pooling of resources in order to guarantee the successful running of the restaurant. Furthermore, at all times one had to be flexible and adaptable whilst also retaining a high level of professional conduct to ensure that the customers needs were always met and satisfied. These transferrable skills have greatly aided me in my legal career to date.

BILL'S RESTAURANT, MANHATTAN, NEW YORK CITY. MAY 2012 - SEPTEMBER 2012

- I worked as a Floor Manager for a leading culinary establishment in New York City. It was a 400 capacity restaurant in a prime location in Manhattan.
- Thus my responsibilities were far-ranging and diverse. Each day at the start of the shift, it was my responsibility to motivate, manage and monitor the work of all team members within the establishment. Such a responsibility required excellent inter-personal skills, diplomacy, sound judgement and the ability to build relationships both with co-workers and customers alike.
- I was hired for this position due to my excellent communication skills, my hard working, determined and focused attitude and my ability to adapt to constantly changing circumstances. I was commended for my leadership qualities and my ability to motivate a team to perform each day. Another key responsibility was dealing with the customers directly and handling the various issues that can arise in the day-to-day running of a large restaurant with heavy footfall.
- This experience is relevant as it proves that I am capable of working in a high-pressured position which entails leadership, authority and customer satisfaction whilst also working concurrently as part of an overall team for the benefit of the restaurant. This position further taught me the importance of good client relationships and it is something that I am capable of building and sustaining. These transferrable skills have greatly benefitted me during my time in Lavelle Solicitors as I am

always able to work with the clients objectives in mind and for the advantage of the firm as a whole. These core characteristics of mine would fit in well with the working lifestyle in Byrne Wallace.

SKILLS PROFILE

IT:

- Fully trained in and conversant with case and practice management systems (namely Keyhouse and OPSIS).
- Skilled in MS Excel, Word, Powerpoint and Outlook.
- ECDL Qualification.
- Conversant with legal research software including LexisNexis, Westlaw and Justis.

POSTS OF RESPONSIBILITY

- Prefect: 2006-2007, 'House Representative' 2007-2010, the responsibilities of which included representing the beliefs of my year to the administration of the school and organising numerous events.
- Director of the 'Goal Aid' Campaign of St. Patrick's Day Badges, the responsibilities of which included supervising a team of 30 to ensure the smooth running of the campaign and encouraging various primary schools to donate to the charity. This proved successful and the money raised (€5,000) was higher than any other year previously.

INTERESTS AND ACHIEVEMENTS

- Participated in the 'Dublin Mini-Marathon' in September 2014 and the 'Dublin City Triathlon' in August 2015.
- Captain of the Cross Country Minor's Team, Blackrock College (2004-2008).
- Enjoy travelling and have visited Paris, San Francisco, Portugal, Barcelona and Madrid.

REFERENCES

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