**Contact Information**

**Home Address**: 2, Louvain, Ardilea, Clonskeagh, Dublin 14

**Email Address**: [michaelkane2011@gmail.com](mailto:michaelkane2011@gmail.com)

**Phone number**: 0863215460

**Professional Experience**

**DAC Beachcroft LLP March 2024 -**

**Job Title: Litigation Assistant (Injury Risk)**

Duties and Responsibilities:

* Drafting of pleadings and court documents
* Preparing briefs for counsel and experts.
* Attending court in order to assist counsel at Motions
* Daily time recording of tasks in line with clients' service level agreements

**Previous Professional Experience**

**Mason Hayes & Curran LLP November 2021 – January 2024**

**Job Title:** Legal Assistant (Healthcare/Medical Law Department)

Duties and Responsibilities:

* Managed and organized relevant documentation for the purposes of drafting letters of instruction and preparing briefs for experts and counsel.
* Analyzed medical records in order to prepare chronological reviews and draft summaries of key events for the purpose of briefing fee-earners.
* Supervised induction training for all new support staff recruited in a 12-month period ensuring the correct training was received and offered guidance on duties and best practices.
* Clear and accurate, same-day time-recording and inputting to the monthly billing process.
* Attendance at court in order to assist counsel and issue necessary documents required for development of proceedings.

Work of note:

* I co-led a company wide survey on data protection guidelines for our largest client, the State Claims Agency. On this project it was my duty to liaise with multiple other departments in the firm in order to gather the necessary information tailored to each department. On completion of the survey, I had to communicate with the client providing feedback on firm data protection policies and guidelines.

**Ankin Law Office LLC, July 2018 - April 2019**

**Chicago, Illinois (IL)**

**United States of America**

**Job Title:** Law Clerk

Duties and Responsibilities:

* + Conducted new client intakes - gathering all relevant information in order to brief an attorney for the purpose of potential client retention.
  + Managed initial interrogatory interviews with clients in order to prepare for depositions.
  + Prepared Complaints at Law (Statements of Claims) on behalf of clients in order to issue legal proceedings.
  + Drafted and responded to formal requests for discovery by analyzing and gathering all relevant documentation.

**Cyril O’Neill Legal Costs Accountants September 2017 - March 2018**

**Job Title:** Court Clerk

**Education**

**FE-1s obtained: 7**

|  |  |
| --- | --- |
| Equity Law | Contract Law |
| Tort Law | Criminal Law |
| Company Law | Property Law |
| EU Law |  |

**Dublin City University**

Undergraduate Degree: Bachelor of Civil Law & Society (BCL) **September 2014 - May 2017**

Grade obtained: Second Class Honors, Grade One

**Gonzaga College SJ, August 2008 - May 2014**

Leaving Certificate points obtained: 425:

Subjects taken: Irish, English, Maths, French, Geography, Biology, Business Studies