

**Michelle Parks MSc BA (Hons)**

Address: Mearscourt, Rathconrath, Mullingar, Co. Westmeath  
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**QUALIFICATIONS/FE1s**

- **7 FE1 Exams passed**
- **Health Care Law and Ethics, MSc** - Royal College of Surgeons in Ireland
  - First Class Honours
  - Dissertation topic: Autonomy: Powers of Attorney and Advance Care Directives
- **Bachelor of Business and Law, BA (Hons)** - Athlone Institute of Technology
  - First Class Honours
- **FETAC Level 5 in Office Administration with Legal Studies**
- **A-LEVELS (UK) (Leaving Certificate Equivalent)**
  - English Language and Literature: A / Sociology: A / Law: B
- **G.C.S.Es (UK)**
  - 11 GCSEs: Mathematics, Science, English Language, English Literature, German, History, Music, Religious Studies, Chinese Mandarin, Drama, Home Economics

**I.T SKILLS**

- Advanced level Microsoft Outlook, PowerPoint, Excel and Word
- Experience with Legal Evolve, FileSite, Expert Assistant, CompareDocs and Bundledocs
- Familiar with Courts website, WRC website, Labour Court website, Europa Website, Justis and Westlaw

**RELEVANT WORK EXPERIENCE**

- **A&L Goodbody, Dublin** (March 2018 – Present)  
Personal Assistant – Employment Law Practice Group
  - Drafting pleadings and correspondence
  - Collating booklets for WRC and Labour Court hearings
  - Acted as claimant in mock Labour Court hearing (CPD accredited client event)
  - Assisting with cataloguing discovery for employment related personal injury claims
  - Supporting fee-earners including a partner on a daily basis to include accessing data sites, collating information, assisting in business development activities and bids and editing articles in relation to employment law updates
  - Handling client queries, liaising with Counsel and other parties
  - Undertaking due diligence checks/ensuring AML compliance for new and existing clients
  - Invoicing, WIP reviews, handling client queries in relation to issued bills
  - Managing and reducing aged debt

- **McDowell Purcell (Fieldfisher Ireland), Dublin** (October 2016 – February 2018)  
Legal Secretary/Paralegal - Commercial Litigation Department
  - Drafting pleadings, correspondence and compromise agreements
  - Legal research and discussing legal precedents with partner
  - Reviewing medical reports, discovery, CCTV footage and surveillance reports
  - Preparation of briefs
  - Responding to client queries, taking attendances and maintaining case trackers
  - Complying with anti-money laundering documentation requirements
  - Liaising with the Workplace Relations Commission and the Injuries Board
- **McDowell Purcell (Fieldfisher Ireland), Dublin** (July 2016 – October 2016)  
Intern - Property Department
  - Collection and scheduling of Deeds on a large NAMA project
  - Dealing with the PRA, banks, auctioneers and letting agents
  - Drafting various correspondences
- **John Quinn Solicitors, Main Street, Longford** (2009-2010)  
Legal Assistant

## **VOLUNTEERING**

- I have been involved in the Calcutta Run for the past three years in various capacities
- I sit on a diversity and inclusion committee that is affiliated with a Premier League football club in England – I take minutes of meetings and draft agendas for the meetings with senior club officials and review policies before being sent for finalising with the club's legal representation
- Peer-Assisted Student Support Tutor – undergraduate tutorial support for 1<sup>st</sup> year undergraduate students

## **REFEREES**

**Name:** Michael Doyle  
**Job Title:** Partner, A&L Goodbody  
**Relationship:** PA to Michael since 2018  
**Phone Number:** 01 649 2729  
**Email Address:** [mvdoyle@algoodbody.com](mailto:mvdoyle@algoodbody.com)  
**Address:** 12 Burlington Road, Ballsbridge, Dublin 4

**Name:** Ailbhe Dennehy  
**Job Title:** Partner, William Fry  
**Relationship:** Ailbhe's former PA  
**Phone Number:** 01 639 5271  
**Email Address:** [Ailbhe.Dennehy@williamfry.com](mailto:Ailbhe.Dennehy@williamfry.com)  
**Address:** 3 Clontarf Road, Clontarf, Dublin 3

**Name:** Alison Hough BL  
**Job Title:** Undergraduate law lecturer  
**Phone Number:** 086 058 9777  
**Email Address:** [ahough@ait.ie](mailto:ahough@ait.ie)  
**Address:** Business, Law & Hospitality, Athlone Institute of Technology, Co. Westmeath