

# Molly Barnicle



## WORK EXPERIENCE

### LEGAL ASSISTANT

Newman Solicitors – Allianz | Dublin | June 2020 – Present

- Employed in **Insurance litigation**.
- **Administrative duties:** opening files, preparing briefs, pleadings and correspondence.
- **Legal support:** liaising with clients and counsel.
- **Reception cover.**

### LEGAL ADMINISTRATIVE ASSISTANT

Commercial Litigation & Insolvency Lawyers | Melbourne | February 2020 – March 2020

- Employed in **Debt Recovery litigation**.
- **Administrative duties:** opening/closing files, creating client profiles, inputting debt details, photocopying & scanning.
- **Legal support:** conducting ABN, bankruptcy and company searches and general debtor investigation.

### VISA PROCESSING CONSULTANT

CIBT Visas | Melbourne | January 2020 – February 2020


- Managed Outlook inbox; organised and amended visa applications.
- Created and analysed excel reports for observing application progress.
- Liaised with clients and advised on visa requirements.


### LEGAL ASSISTANT

Stephen MacKenzie & Co Solicitors | Dublin | June 2018 – September 2019

- Employed in **Personal Injury litigation**.
- **Administrative duties:** opening/closing files, scanning documents, preparing briefs, diary management.
- **Secretarial duties:** Dictaphone typing and preparing correspondence.
- **Office management duties:** maintaining office supplies, checking invoices and petty cash management.
- **Legal support:** attending counsel for motions, attending hearings, liaising with clients and counsel.
- **Reception cover**


## CONTACT


 +353 871305771


 barniclemolly2@gmail.com


 Dun Laoghaire,  
Co. Dublin,  
Ireland

## SKILLS

Phone 

Customer Service 

MS Office 

Typing 

## EDUCATION

**BACHELOR'S DEGREE**  
**B.A (Mod) in Sociology & Social Policy**  
Trinity College Dublin  
Class of 2018

**SECONDARY SCHOOL**  
St. Andrew's College  
Class of 2014

## EDUCATION

### FE 1 EXAMINATIONS – LAW SOCIETY OF IRELAND

#### Completed Examinations (8/8)

SUBJECT	SITTING	RESULT
Company Law	October 2018	54%
Contract Law	October 2018	54%
Constitutional Law	October 2019	65%
Criminal Law	October 2018	53%
European Union Law	October 2018	50%
Equity	March 2019	50%
Property Law	March 2019	52%
Tort Law	March 2019	50%

### TRINITY COLLEGE DUBLIN, CLASS OF 2018

Graduated with a 2.1 (66%) B.A. (Mod) in Sociology and Social Policy.

- Completed a Sociology Dissertation titled: “The European Refugee Crisis: Are Migrants Negatively Represented due to the Insufficient Information Presented by the Irish Media?”
- Studies involved research and critical analysis of various areas of Sociology, Social Policy, Economics and Politics.

### UMEA UNIVERSITY – ERASMUS EXCHANGE PROGRAMME

- Attended Umeå University in Umeå, Sweden, for the full academic year through the Erasmus Exchange Programme.

### ST. ANDREW’S COLLEGE, CLASS OF 2014

- Received 505 points in the Leaving Certificate 2014.
- Recipient of the Academic Achievement Award for English.
- Recipient of the Academic Achievement Award for Religious Education.

## VOLUNTEER WORK

### IRISH CANCER SOCIETY | November 2018 – October 2019

- Volunteer Sales Assistant: organised donations for sale and cashier responsibilities.
- Customer service and phone responsibilities.

### SUAS EDUCATIONAL DEVELOPMENT | September 2017 – February 2018

- Volunteer in the Suas Literacy Support programme, which involved one-to-one teaching of children from disadvantaged schools so as to develop and improve their literacy skills.

### RUHAMA | 2014

- Collected donations for Ruhama, a charity supporting female victims of human trafficking.

### RUN IN THE DARK – MARK POLLOCK TRUST | 2012

- Participated in a 5km run for the Mark Pollock Trust, which fundraises for curing paralysis.

**All References Available upon Request**

## LANGUAGES

English	●●●●●●
Spanish	●●●○○○
Irish	●●●○○○

## INTERESTS

Travel  
Reading  
Fitness