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| Niamh Mcdonagh  134 Charlemont, Griffith Ave, Dublin 9 · Mobile: 086 3105145  Email: nimcdona@tcd.ie |
| First Division of the Second Class Honours Graduate, qualifying with a BA (Mod) in Economics and Social Studies. FE1’s completed, with experience in private legal practice. |

# Experience

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| April 2019 – To presentLitigation executive/paralegal, e.m.o’hanrahan solicitors Responsible for overseeing Personal Injuries claims from initial application to PIAB to District, Circuit or High Court Trial or Settlement; Workplace Relations Commission applications; Judicial Review Proceedings; Medical Negligence claims  Attending Barristers for Motions before the County Registrar or High Court and ensuring compliance with procedural rules  Attending Trial/Settlement Talks to assist Solicitor and Barrister and support the client Drafting Replies to Particulars, Affidavits and Notices of Motion and finalising pleadings drafted by Barristers Advising clients and taking instructions  Corresponding with Solicitors acting for other parties to the litigation  Dealing with issues of Discovery  Briefing of Barristers and relevant expert witnesses |
| june 2018 – february 2019hr recruitment internship, cowper care nursing home Provide a highly effective generalist HR support to the HR function, ensuring all people process and administrative duties are fully completed in a timely and accurate manner.  Responsible for all elements of the recruitment process for staff at all levels, from initial advertising to organising interviews, to sending out application forms, to organising medicals etc.  Responsibility for management of administration for new starters, leavers and transfers.  Dealing with employee queries ensuring that all issues are dealt with in a fair, consistent and timely manner.  Providing general HR support. june 2017 – march 2019relief administration staff, cowper care nursing home Providing administrative support to all teams. Answering phones and tending to general reception duties. october 2017 – january 2018sales assistant in gifts department, arnotts dublin Provided first class customer service while working as part of a team. My responsibilities included but were not limited to:  Greeting, assisting and selling to customers.  Replenishing, merchandise and stock as required.  Operating tills and handling financial transactions.  In depth product knowledge and ability to maximise sales. march 2015 – april 2017Multifunctional team member, cineworld dublin Provided excellent customer service while working as a team member in various departments such as the ticket office, kiosk, baskin robins ice-cream counter, bar and as floor staff. I was a member of the marketing team which involved organising and working at various bar and screening functions and meeting and greeting special guests for premiers. My responsibilities included but were not limited to:  Cash handling  Compliance with health and safety regulations  Increasing sales  Maintaining standards  Working as part of a team  Dealing face to face with large groups of peoples  Event planning June 2013 – september 2013june 2014 – september 2014summer worK, sam dennigan & co Carried out various office duties and promotional work for the company |

# Education

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| fe-1 examinations, LAW SOCIETY OF IRELAND Qualified in: Property Law, Criminal Law, Law of Torts, Company Law, Constitutional Law, Equity, Contact Law & EU Law  Completed in three sittings |
| trinity college dublin, dublin, ireland *Business, Economics, Social Studies (2.1) 2014-2018* dominican college, griffith ave, dublin 9 *505 points, Honours: June 2014* Additional Qualifications and Volunteering **Speech and Drama**, The Irish Board of Speech and Drama Syllabus  Completed up to level 9 in Speech and Drama  *Skills Acquired:* Public Speaking skills, Communication and interpersonal skills  **Marathon Training**  Completetd half marathons and many Organised runs to raise money for charity  *Skills Acquired:* Diligence and Endurance  **Member of St. Vincents De Paul Society**  Took part in Tuesday night soup runs  *Skills Acquired:* Working effectively as part of a team, communicating effectively  References available upon request |