

Niamh Tierney
3 St. Ignatius Road, Phibsborough,
Dublin 7
087-2848428

niamh.tierney1@ucdconnect.ie

PROFILE

- UCD Masters of Common Law student in final year on track to achieve first-class honours result.
- Highly successful career in publishing, editing and project management.
- Working in a busy mid-sized law firm in addition to study, researching matters for solicitors and clients, attending court, as well as filing, drafting and editing legal documents.
- Experienced in file management, researching legal matters, drafting legal documents and liaising with clients.
- Proficient at Legal Evolve, Microsoft Office, Adobe Photoshop/InDesign/Illustrator (CC), Adobe Acrobat, Quark Xpress, Axure.
- High propensity for teamwork and problem-solving.

EDUCATION/ACHIEVEMENTS

- University College Dublin 2017-2019 Masters of Common Law
- Diploma in PRINCE 2 Project Management, 2017, London
- Member of both UCD Law Society and UCD Mooting Society
- Recipient of the Print Futures Award 2017
- The University of the Arts London 2012-2013 Masters in Publishing
- Ghent University, Belgium 2009 Erasmus Programme
- The University of Limerick 2007-2011 Bachelor of Arts Honours Degree in New Media and English

RELEVANT EXPERIENCE

Legal Assistant, Denis McSweeney Solicitors, Dublin, January 2018-present

- Supporting the principal of the firm and the senior associates.
- Drafting, editing and proof-reading legal documents.
- Developing case information, evidence, and settlement options.
- Tracking cases; supporting solicitor's trial proceedings.
- Maintaining case order by organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information in file database and case management software.
- Monitoring case costs by verifying outstanding balances with attorney; billing hours to clients.
- Contributing to trial proceedings by organizing evidence and preparing exhibits.
- Filing legal documents and raising legal queries on behalf of solicitors in the Supreme Court Office, Central Office, District Court Office, Licensing Office, Family Court Office and Probate Office.
- Preparing concise memos on matters of law and recently enacted legislation.
- Researching case law, legislation, EU law and common law principles concerning on-going cases.
- Attending court and assisting solicitors on client matters and at meetings.
- Supporting the Litigation, Probate, Family Law and Conveyancing departments with various administrative tasks.

Project Editor, Penguin Random House (DK), London, April 2015-August 2017

- Editing, proof-reading and writing copy for titles.
- Responsible for the production of backlist and frontlist titles for the Education team (previously Life and Travel team), from initial costing and scheduling to delivery of the finished product.
- Monitoring schedules and ensuring the printers, creative teams, sales teams and foreign publishers meet deadlines to maintain timely production of titles.
- Commissioning authors, illustrators, photographers and paper engineers depending on the specifications of a project.
- Providing support to the rest of the Education team.
- Negotiating and costing print runs to ensure the best value and highest quality finish.

Production Editor, Riviera Maritime Media, London, December 2013-April 2015

- Sub-editing and proof-reading copy for journals and conference handbooks.
- Coordinating in-house departments, external customers and suppliers to produce multiple journal titles on-schedule and within budget.
- Managing the production of journals, conference handbooks and hall guides.
- Production of printed media e.g. sponsorship brochures, media packs, stationery, corporate and customer adverts, etc. Production of digital media e.g. e-flyers, web adverts, web pages etc.
- Quality assurance; checking and proofing artwork and production jobs.
- Supporting the rest of the Production team.

VOLUNTEER EXPERIENCE

Advocacy and Legal Executive, Transparency International Ireland, Dublin, December 2017

- Making client appointments, preparing concise and relevant attendance notes, file management, including filing and updating electronic case management.
- Legal research, assisting with drafting, editing, and proofreading client letters.

Volunteer, UCD Legal Services, Dublin, 2017

- Provided voluntary legal advice and services to vulnerable people.
- Developed legal research skills, drafted and prepared client letters.

References available upon request