

Olivia Keaney

Drumasladdy, Belturbet Co. Cavan 

(085) 750 0245 

Oliviakeaney97@gmail.com 

I work as a Judicial Assistant to the Circuit Court. My natural friendly demeanour lends itself to working well with others whilst maintaining a level of confidence and professionalism. This allows me to work efficiently using my own initiative. My proactive approach to work and the level of personal responsibility for meeting deadlines have highly commended.

SKILLS

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| <ul style="list-style-type: none">● Strong interpersonal & communication skills● Enthusiastic & quick learner● Legal research & proficient IT skills | <ul style="list-style-type: none">● Administrative & CMS experience● Excellent organisation & presentation skills● Efficient document management skills |
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EXPERIENCE

OCTOBER 2021 – FEBRUARY 2022

Legal Assistant / Anthony Joyce Solicitors, Oliver Bond St. Dublin 8

Acted as an assistant in probate and conveyancing matters. Focused on filing and case management duties, letter drafting and engaging with clients.

FEBRUARY 2022 – PRESENT

Judicial Assistant / Eastern Circuit, Courts Service Ireland

Assisting the judiciary with the smooth running of the court, liaising with practitioners and court staff. Duties includes legal research, proof reading judgments and any ad hoc duties as they arise.

Education

Bachelor of Civil Law (International) / NUI Galway

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| <ul style="list-style-type: none">● Information Technology Law● Clinical Placement● Company Law | <ul style="list-style-type: none">● Research Essay● Jurisprudence● Land Law | <ul style="list-style-type: none">● 73%● 70%● 72% | <ul style="list-style-type: none">● 70%● 70%● 70% |
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Erasmus/ KU Leuven

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| <ul style="list-style-type: none">● Judicial Protection● Humanitarian Law | <ul style="list-style-type: none">● Cybercrime and Technology● Youth Criminology |
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FEI/ Law Society Ireland

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| <ul style="list-style-type: none">● Contract Law● Land Law● EU Law | <ul style="list-style-type: none">● 67%● 52%● 55% | <ul style="list-style-type: none">● Equity● Tort | <ul style="list-style-type: none">● 53%● 57% |
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Personal Profile

My experience and qualifications meet the requirements of this role. I have a proven track record working in small teams and enjoy working independently. My strong legal writing skills means I have the ability to communicate complex legal ideas in a clear and concise manner. I am a result orientated individual and always approach my work with a high level of dedication and enthusiasm. These attributes are clearly demonstrated in my volunteering activities e.g. Free Legal Advice Committee (FLAC), my work on abolishing Direct Provision Legal Team and in my work experience.

References

The Honorable Judge Patrick Quinn

Courts Service Ireland

patrickquinn@judiciary.ie

Anthony Joyce, Managing Partner

Oliver Bond Street, Dublin 8

anothony@anthonyjoyce.ie

Phone numbers available on request.