**OMOLOLA ALESHINLOYE**

Mobile: 085 191 5738 Email: blessingaleshinloye@gmail.com

**Educational Qualification**

**2018-2019**  LLM - International Comparative Business Law 2:1

 National University of Ireland Galway

**2014-2018** BCL - International Law and Business 2:1

Maynooth University

**2016-2017** International Law and Business 2:1

 University of Greenwich

**2009-2014** Junior and Leaving Certificate All Exams Passed Ursuline Secondary School

**Legal Work Experience**

**Apr 2019 – Jul 2019 LK Shields Solicitors**

**Job Title: Paralegal**

**Job Responsibilities:**

* Attending meetings with Lawyers, Consultants and Partners, taking notes and drafting attendance notes of each meeting.
* Drafting Replies to Notice for Particulars.
* Conducting Legal Research and presenting reports as requested by Partners.
* Contacting Clients, Witnesses, Experts, Doctors, Barristers and Courts Services both in Ireland and Abroad and making notes of all calls made. Also drafting of emails to all aforenamed as required by Lawyers and Partners.
* Attending Court for hearings and also to file necessary documents.
* Preparing briefs for cases and ensuring high quality work is produced by the firm.

**Sept 2016 - Apr 2017 University of Greenwich L.A.C. & East London Court**

**Job Title: Trainee Legal Advisor**

**Job Responsibilities:**

* Contacting potential new clients and completing relevant forms with them.
* Opening files for new clients.
* Drafting referral letters for clients where necessary.
* Undertaking legal research regarding client cases.
* Conducting client interviews, while supervised by a qualified solicitor.
* Drawing up attendance notes and advice letters for each client.
* Aiding clients in completing Personal Independence Payment forms.
* Completing witness statements with clients for the National Centre for Domestic Violence.
* Attending court hearings with clients.
* Filling out required documentation with clients before their court hearings and to raise red flags in the case of domestic violence.

**Mar 2013 Brian D. Hughes and Co. Solicitors .**

**Job Title: Legal Assistant**

**Job Responsibilities:**

* Work-shadowed supervising solicitor.
* Photocopying, binding and organising files.
* Attending a court hearing with the supervising solicitor.

**Non-Legal Work Experience**

**June 2018 to Sept 2018 Dunnes Stores, Thurles.**

**Job Title: Sales Assistant**

**Job Responsibilities:**

* Greeting customers and assisting them in finding products they are looking for.
* Stripping, Pricing, Tagging and displaying items as they are delivered.
* Completing purchases, both card and cash payments at the checkouts and engaging in customer services such as refunds and exchanges.
* Keeping store tidy at all times and doing hygiene walks.

**Jan 2017 to June 2018 Arc Hospitality Recruitment Agency, London.**

**Job Title: Cashier/Waitress/Bartender**

**Job Responsibilities:**

* Cashier and bartender at the O2 arena in London, Tottenham football stadium and Wembley Arena.
* Waitressing for events in Twickenham Stadium and Boulevard events.

**June 2015 and June 2016 Ursuline Secondary School, Thurles.**

**Job Title: Junior/Leaving Certificate Invigilator**

**Job Responsibilities:**

* Reading the examination in its entirety to the student.
* Supervising the student through the duration of the exam.

**Achievements**

* Awarded ‘Helen Larkin Fitzgerald’ student of the year award 2013/14.
* Member of Ursuline Secondary school senior student council 2013/14.
* Captain of the secondary school basketball team 2012/13 and 2013/14.
* Maynooth University Africa Society Secretary 2015/16 and 2017/18.
* Maynooth University Basketball Club Team Secretary 2017/2018.
* Maynooth University F.L.A.C. Training and Development Officer 2017/18.
* African Students Association of Ireland Legal Consultant 2017/18 and 2018/2019.

**Interests**

I was a volunteer with the local Saint Vincent De Paul Society in Thurles and for a number of years, as I enjoy engaging in charity work. I am an active and ambitious individual who began playing basketball at a young age and I now play at an upper immediate level.

In my spare time I enjoy writing spoken word, cooking and developing new business ideas. I consider myself to be an entrepreneur as I am constantly coming up with new ideas.

**References**

Available upon request.