

Pamela Chalecka

Final Year Common Law student at the National University of Ireland, Galway. Hard working, dedicated, enthusiastic and organized worker who respects all deadlines and works well under pressure. Currently looking to tackle new projects and expand horizons.

RELEVANT EXPERIENCE

TRANSLEX, Galway -Legal Translator

January 2016- Present

Currently working as a part time legal translator and interpreter. This job consists of translating legal documents such as solicitor and court letters from English to Polish. I also attend and translate medical and legal client consultations which are later used as court evidence.

KOD Lyons, Dublin -Student/Intern

January 2016- Present

Currently working as an intern in one of Ireland's leading Criminal Defence and Human Rights firm as part of my student placement.

Kathy M. O'Connor & Co Solicitors, Galway -Legal Assistant

September 2016 -December 2016

Assisted solicitors in preparing for court proceedings and everyday tasks such as client consultation and administrative functions. Experience in drafting legal documents, researching laws and acts for assigned cases and reporting on same.

Olivia Traynor and Co Solicitors, Galway — Legal Secretary

September 2014 - August 2016

Acted as secretary, contacted clients via telephone and email. Attended court proceedings alongside solicitors and barristers. Reviewing and filing documents. Identifying appropriate laws, judicial decisions, legal articles and other materials for assigned cases. Attending meetings and consultations with clients.

One Page CRM, Galway — Legal Department Intern

August 2016 - September 2016

Reviewing and researching: terms of use and privacy policy, employee handbook, independent contractor agreement. Investigating and summarizing company obligations towards employees. Contract drafting and reviewing. Creating spreadsheets for employees.

Other :

The Schoolwear Centre, Galway- Sales associate

Carried out a part time sales associate position between 2010-2016 which provided me with great people skills and general work experience.

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AWARDS & ACHIEVEMENTS

2015: NUIG's Representative for JD study at the University of Ottawa.

2013: Leadership Award for Student Council Representative.

2013: Best Speaker Award Poetry Aloud- Poetry Ireland

2012: County Champion at Poetry Aloud

2012: All Ireland Public Speaking Champion - Trinity College Dublin (IFUW)

2011: Best Speaker Award in Connacht Award for BPW

2010 & 2011: Best Speaker Award at NUIG for Irish Federation of University Women

SKILLS

Experience in using Microsoft Word and Excel- Completed a course on 'Accounting, Tax Strategy and Microsoft Excel'

Experience in conducting research.

Fulfilling administrative and secretarial functions.

EDUCATION

National University of Ireland, Galway – Bachelor of Civil Law - International

September 2013 - May 2017

B+ Grade average

University of Ottawa, Ottawa, Canada — JD Candidate

September 2015 - May 2016

Bridge Mills Language School, Galway — French

September 2013 - May 2014

Completed an intermediate French course in oral, written and listening skills.

PROJECTS

Disability Legal Information Clinic, National University of Ireland Galway. Pro-bono: September 2016- present

Provided free legal aid to individuals with disabilities alongside lawyers.

Directed Research — under Professor Jacqueline Huston, University of Ottawa, Canada

September 2015 - December 2015

Completed a directed research paper on the topic of “ An overview on different types of child abuse with emphasis on the sexual abuse of the child. Impacts which such abuse has on the child and the legal responsibilities of the caregiver”

Free Legal Advice Centre, NUIG- pro bono

2014-2015 & 2016-present

Provided free legal aid and advice to students with legal issues in the areas of criminal law, employment law and landlord tenant law.

Public Speaking and Debating Mentor

September 2011-May 2013

Prepared students for National Competitions and provided guidance with speech writing and performing. Assigned and discussed areas of research with students.

Data collection entry and analysis.

Experience with working on legal documents and filing of same.

Critical thinker and problem solver developed through debating and speech writing.

Excellent customer service and people skills obtained through a six years' part time sales associate position.

Excellent time and project management developed through retail positions.

LANGUAGES

English (native) Polish (native) French (intermediate) Irish (good) TEFL certified.

INTERESTS

An active member of Mountaineering Ireland.

National University of Ireland Girls Soccer Team & Merlin Wood WFC

Completed various performing arts and dance courses.

Enjoys travelling and discovering new cultures.

REFERENCES WILL BE PROVIDED UPON REQUEST