

# Paola Morales

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## EDUCATION

- FE-1 Candidate. Law Society of Ireland. March 2022 – November 2023
  - Business Studies, CCT College, Dublin 1 - Year 1 completed. 2018
  - English Studies, ICOT College Dublin 1 September - C2 Level obtained
  - Bachelor of Law. Honours Degree, 1st Class, Rafael Rafael Beloso Chacin . Maracaibo, Venezuela. 2009-2013 – Recognised QQI Level 8
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## PROFESSIONAL EXPERIENCE

### **MedLaw reporting Services - Dublin**

**July 2021 - Present**

#### **Operations Manager**

As Operations Manager, my primary mission is to lead teams to achieve operational excellence. With a friendly and collaborative approach, I excel in creating a positive work atmosphere while efficiently overseeing day-to-day activities.

#### **Key responsibilities**

- Managed the budgeting and financial analysis for the litigation and personal injuries department.
- Oversaw the implementation and utilisation of legal technology solutions, such as e-billing systems.
- Prepared and organized records for litigation cases.
- Developed and maintained relationships with external vendors and managed vendor contracts
- Implemented and maintained compliance programs, ensuring adherence to legal and regulatory procedures, including GDPR.
- Drafted, reviewed, and negotiated contracts and agreements for solicitors and medical experts.
- Conducting research to identify new areas of expertise to add to the Panel, including contacting the relevant experts.

### **Physiocare Ltd - Dublin**

**April 2014 - June 2021**

#### **Legal Representative & Admin**

As a Legal Representative and Administrator, I was entrusted with the responsibility of providing comprehensive legal support and efficient administrative services to Medical providers. Managing legal practice and request for medico legal reports and PIAB application reports for 10 different physiotherapists

#### **Key responsibilities**

- Managed personal injuries cases and legal accounts.
- Assisted in the preparation and completion of Medico- Legal reports dictated by medical professionals and witness.
- Collaborated with solicitors, medical professionals, insurance companies as point of contact person.
- Monitored the status of legal accounts, billing, and eadlines.
- Translate of medical reports on Ad hoc basis.

### **PDVSA Petroleos, SA. - Zulia, Venezuela.**

**Sept 2012 - April 2013**

#### **Legal Intern**

As Legal Intern I had the oportunity to gain experience within a dynamic legal environment in the legal department of the biggest and most important Oil Company in Venezuela. During my internship, I supported lawyers in various aspects of legal research, document preparation, and case management.

#### **Key Responsibilities**

- Keeping cases organized by monitoring calendars, meeting deadlines, documenting actions, inputting information into the files, et.
- Assisting in the preparation of documents for trials and court proceedings.
- Conducting legal research, drafting employment contracts and compensation agreements.
- Attending Court hearings with solicitors and assisting with preparing relevant records and court papers.
- Transcription and proofreading legal documents.

## KEY COMPETENCIES

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Strategic planning  
Client relationships

Negotiations  
Business development

Team leadership  
Communication

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## HOBBIES

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I am passionate about a diverse range of hobbies that reflect my commitment to holistic well-being and personal growth. One of my favorite activities is practicing yoga, which not only nurtures my physical strength and flexibility but also brings tranquility to my mind.

Furthermore, I am deeply invested in wellness, consistently seeking ways to maintain a balanced and healthy lifestyle. I actively collaborate with a group of ladies who dedicate to coaching women into a positive mindset and to harness the power of their thoughts to achieve personal and professional goals, empowering them to lead more fulfilling lives. I recently acted as a speaker for a group of teenagers in an International, private, boarding school in Wicklow. Discussing with the younger generation the importance of nurturing the body and mind to achieve optimal vitality.

In essence, my hobbies are not just pastimes but integral components of my life, embodying my commitment to self-care, creativity, and the empowerment of both myself and others on a journey toward well-rounded fulfilment.