**Paola Morales**
**Dublin, Ireland**
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**Profile**

Highly motivated law graduate with 10 years hands on experience in medico-legal practice management, personal injury law, medico-legal reporting and administration. Having graduated with a First-Class Honours Degree in Law and qualified as a lawyer in Venezuela, my expertise spans both civil and common law systems, which I believe adds significant value and versatility to my profile I bring a solid understanding of legal research, contract drafting, and client communication. I am eager to contribute as a trainee solicitor, applying my skills to support client needs in a fast-paced legal environment.

**Education**

**Bachelor of Law (LLB), First Class Honours**

Rafael Belloso Chacin University, Venezuela | 2009-2013

**FE-1 Candidate**

Law Society of Ireland | 8 exams passed (March 2024)

**English Studies, ICOT College, Dublin 1**

C2 Level obtained | 2018

**Business Studies, CCT College, Dublin**

Year 1 completed (Incomplete program) | 2019

**Professional Experience**

**Operations Manager & Legal Coordinator**

MedLaw Reporting Services – Dublin | July 2021- Present

* Lead operational and legal coordination for medico-legal reporting services, managing legal accounts for multiple medical experts.
* Review medico-legal reports and provide legal guidance to ensure solicitor and insurance requirements are met.
* Draft, review, and negotiate contracts and agreements for clients, applying legal research and analytical skills.
* Conduct research to expand the panel of medical experts, improving service offerings and meeting client demands.
* Manage the budget and financial reporting while ensuring high operational efficiency in a legal-medical context.

**Legal Administrator & Medico-Legal Assistant**

Physiocare Ltd – Dublin | April 2014 – June 2021 – Present

* Managed the legal practice for 10 physiotherapists, specializing in personal injury cases and legal accounts management.
* Prepare, review, and submit medico-legal reports, ensuring precision and adherence to legal and medical standards.
* Liaise with solicitors, medical experts, and insurance companies to facilitate case progression and collaboration.
* Provide ad hoc translations of medical reports, showcasing linguistic proficiency in English and Spanish.
* Monitored legal accounts and billing, ensuring timely submission of reports and payments.

**Legal Intern**

PDVSA Petroleos, SA – Zulia, Venezuela | Sept 2012 – April 2013

* Supported lawyers in litigation, employment law, and procurement law for Venezuela’s largest oil company.
* Conducted legal research, drafted employment contracts, and crafted compensation agreements.
* Attended court hearings, taking accurate notes and managing case files for follow-up actions.
* Assisted in the preparation of legal documents, ensuring timely completion and submission.

**Hobbies & Interests**

* Passionate about yoga, regular gym workouts and running to maintain physical and mental discipline.
* Collaborate with a Life Coach to mentor women on personal and professional development.
* Enthusiast photographer.