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**EMPLOYMENT HISTORY**

**ByrneWallace LLP | Paralegal**

**November 2021 – Present**

- Employed as paralegal in a top ten Irish law firm's Health Services department.
- I was initially employed as a float paralegal. I was assigned to different departments within the firm on a weekly basis to meet resourcing requirements across the firm as they arose. This arrangement allowed me to gain experience across a wide range of legal practice areas, including Litigation, Conveyancing, Construction, Insolvency and Corporate Services.
- As my role progressed I was permanently assigned to the firm's Health Services department at the mutual request of myself and the department head.
- My role in Health Services primarily involved assisting the department's partners and solicitors in the provision of legal advice and litigation services to the Irish State agency responsible for the welfare and protection of children.
- This role gave me extensive experience in drafting pleadings and correspondence to clients, the Court, legal respondents and their representatives.
- High level of client interaction. I liaised directly with Social Workers and Social Work Team Leaders to arrange Court attendances and affidavit swearings, coordinate service of proceedings and to distribute Social Work Court reports to legal parties and the Court.
- Assisted fee earners in the management of a large portfolio of Childcare matters, including Interim Care Order, Care Order, Supervision Order and Aftercare proceedings. I was required to update and manage the department's Court diary and had the responsibility of ensuring that proceedings were served on respondents and lodged with the Court in a timely manner. I utilised extensive organisation, time-management and multitasking skills in the execution of my role to ensure that I always upheld the firm's high standard of performance and client support.
- As our firm was engaged to advise on ongoing child welfare and protection matters, I was required to be extremely vigilant of data protection risks in the exercise of all aspects of my role and to take steps to ensure that GDPR and In-Camera Rule breaches did not occur. This required me to have an excellent standard of attention to detail at all times. I made use of encryption software and coordinated with Social Work teams, couriers and agents to ensure that no data breaches occurred during the service of Childcare proceedings.
- I assisted the Healthcare team on an ad-hoc basis by attending external swearings of medical affidavits in the Central Mental Hospital for Wardship matters.

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**Scotiabank | Company Secretarial/Administrative Assistant**

**August 2019 – August 2021**

- Initially employed as company secretarial assistant.
- Extensive experience scheduling, organising and facilitating board and committee meetings within the bank. I coordinated with numerous departments and stakeholders in order to prepare meeting packs for the attention of the bank's directors. I was also responsible for tracking actions and taking the minutes at the bank's management committee meetings, including the Executive Committee and Operational Risk Committee.
- Role involved assisting the Company Secretary with the preparation and filing of corporate governance returns with the Central Bank and the Companies Registration Office and assisting the Company Secretary with the preparation and issuance of Fitness and Probity documentation.

- I was given the responsibility of overhauling and managing the bank's Board data centre on Diligent. I liaised with the bank's directors, the Company Secretary and executive management and created an updated framework, addressing a long-standing issue which the bank had faced.
- As my role progressed, I assisted the COO, HR, Risk and Projects departments with the preparation of reports, project assistance and routine administrative tasks.
- For the duration of the pandemic, I assisted the COO Office by managing and preparing a bi-weekly COVID report for the attention of the bank's parent company. This involved extensive inter-departmental and inter-organisational collaboration with large numbers of stakeholders. I also prepared a weekly Operational Readiness Return which was reviewed by the COO and submitted to the Central Bank.
- My role in HR included; assisting the HR Director with a project to update all staff members' job descriptions to comply with corporate governance and internal requirements, overseeing staff clock-in times, and preparation of monthly Time Management System and Annual Leave reports for the attention of bank management.
- I assisted the Risk department by tracking actions and taking minutes at Operational Risk Committee meetings and preparing weekly Operational Risk Event and KRI reports.
- I provided administrative assistance to the bank's EBA Loan Origination and CRD V working groups. Work involved; taking of minutes and tracking of actions at working group meetings, preparation of detailed regulatory gap analysis templates using Better Regulation and Microsoft Excel and completion of general administrative actions.

#### **Gore & Grimes Solicitors | Legal Intern**

**February 2018 – January 2019**

- Employed as legal intern.
- This role involved department rotations similar to those involved in a training contract.
- Extensive experience working on judgment proceedings before the Master of the High Court - Attending Court with Counsel, drafting and having pleadings sworn for Court and corresponding with clients to update them and to receive instruction on ongoing cases.
- Over half a year of Property experience managing panel case files with the supervision of a Solicitor - I acted for a Bank in overseeing the registration of charges on residential properties which were being purchased by Borrowers where the Bank was not represented by the Borrower's Solicitor. This role involved general inspection of title and searches to ensure that there was no issues with same and ongoing correspondence with the Borrower's Solicitor to keep the transaction moving along and to ensure that the Bank's loan requirements were satisfied prior to release of funds. This gave me an excellent insight into the processes of property transactions and in depth experience relating to title inspection, closing, drawdown of funds and registration with the Property Registration Authority and Land Registry.
- I also performed several General Practice tasks such as Registering Pleadings in all Court Offices, CRO Registrations, drafting and sending post and DX to assist Solicitors on cases, taking attendance on meetings with clients and Counsel, inspecting and collecting title deeds from other firms and other miscellaneous tasks.

#### **Moran & Ryan Solicitors | Legal Intern**

**October 2017 – February 2018**

- Employed as legal intern.
- Role primarily involved providing the firm's partners, solicitors and legal executives with administrative and legal support.
- Drafting written correspondence and fee notes to clients
- Drafting of pleadings using internal precedent documents
- Filing pleadings in the Four Courts Offices
- Updating and maintaining client files using Cortbase case management system

- Preparing briefs to counsel
- Answering incoming telephone calls from clients, solicitors and other third parties, operating a switchboard and directing calls to the relevant solicitor or legal executive overseeing the case
- Occasionally covering reception area and undertaking receptionist duties
- Responsible for scanning, organising and distributing all incoming post, as well as logging, preparing and delivering all outgoing post and DX
- Key achievement involved drafting licence agreements under the supervision and direction of the firm's managing partner for third party licensees to use desks within the firm's office.

## **EDUCATION**

### **FE-1 Exams - Law Society of Ireland**

Successfully completed all eight FE-1 Exams.

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### **2.1 LLM - Dublin City University, Glasnevin, Dublin 9. September 2016 – August 2017**

Specialising in Employment Law, Medical Law and Negligence, and Commercial Law.

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### **2.1 Bachelor of Civil Law - Dublin City University, Glasnevin, Dublin 9. September 2013 – June 2016**

Broad knowledge of numerous areas of law on national, European and International levels. Excelling in Tort, Company, Family, Employment, and Trusts Law.

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**490 points - Leaving and Junior Certificate (2007-2012) - Patrician Brothers Secondary School, Newbridge, Co. Kildare**

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