Paul O’Donnell - Curriculum Vitae

133 Dun na Coiribe, Galway City   
Telephone: +353 (0) 85 7434694  
Email: p.odonnell10@hotmail.com

SUMMARY   
Aspiring solicitor who has worked in both a large commercial law firm and a medium general practice gaining a wide range of experience in general litigation, medical negligence, debt collection, insurance defence and company law.

EDUCATION   
Mar 2020 FE1 Candidate (3 successfully passed as of yet)   
2013-2017 National University of Ireland, Galway – Bachelor of Corporate Law  
2007-2012 Calasanctius College, Oranmore, Co.Galway

CAREER

**June 2020 – Present Legal Assistant, C P Crowley & Co Solicitors, Galway.**

C P Crowley & Co, under the Principal Peter Crowley, is a top Galway law firm situated on Merchants Road in Galway City. The firm specialises in a wide range of practice areas and is known for its large and diverse client base, including being the official solicitors to Galwegians Rugby Club. My duties include:

* Assisting the Principal and Senior Associate with ongoing case files relating to various legal issues.
* Meeting clients, identifying their needs and developing effective solutions to their concerns.
* I also work as a Marketing Executive for the firm – I am very excited to be leading a project whereby we are injecting growth into the business by using effective marketing techniques to increase client base. I am currently in the process of giving the firm a fresh look by developing a new website/hub whereby existing and prosperous clients can obtain information on the people and practice areas of C P Crowley & Co’s.

**May 2019 – Aug 2019 Summer Intern, Eversheds Sutherland, Dublin**

Eversheds Sutherland is a global multinational law practice with many offices throughout the world. The Irish office sits within the National Top 10. Summer Interns are placed within a particular sector for a 12 week placement and are provided with lots of challenges.

For my internship I was placed into the healthcare litigation team. My duties included:

* Working closely alongside the specialist Partner, Solicitor and Trainee on the team aiding them with all oncoming Medical Negligence, Personal Injury and Insurance Defence motions and hearings involving some of their blue chip clients.
* Conducting legal research on specific cases, typing up research memos and handing it over to the Solicitor for her consideration.
* Drafting Affidavits, Pleading Booklets and Briefing Booklets.
* Attending The Four Courts weekly, learning how the Irish Legal System operates and how to liaise with Clients and Barristers to achieve favourable outcomes.
* As a Summer Intern, I was obliged to attend many invaluable Learning & Development ‘classroom like’ trainings – such as lawyer communication skills, time management skills, writing legal document skills etc.

**Oct 2018 – Feb 2019 Intern, Dillon-Leetch & Comerford Solicitors, Galway City.**

Dillon-Leetch & Comerford Solicitors, under the Principal John Dillon-Leetch, is a leading General Practice Law firm in Galway City. Specialising in Litigation, Employment law, Debt Recovery, Criminal law and Conveyancing the firm has a vast variety of clients. As an intern, my duties included:

* Researching various case files relating to general litigation, conveyancing, employment law and probate on an ongoing basis.
* Consulting with clients, barristers, experts, witnesses and court officials.
* Attending the Galway District Court on a weekly basis with clients, receiving an overall education on how to speak in front of a Judge and how to liaise with Barristers under the supervision of the Principal, Mr John Dillon-Leetch.

ACHIEVEMENTS AND INTERESTS

* I would consider my sole involvement in the development of an online library for people with intellectual disabilities, while working with the National Federation of Voluntary Bodies, my most significant personal achievement.
* Keen interest in Rugby and captained my Provincial side Connacht at underage level before going on to be selected for the Ireland Youths team (3 caps).
* Completion of the demanding Corporate Law degree while being part of the Connacht Rugby Academy.
* Single figure handicap golfer and winner of the Wild Atlantic Way Golf Championship 2019.
* Volunteer at Barretstown and involved in the organisation of collections and raising awareness for various charities including Simon, Pieta House, Irish Wheelchair Association and the Irish Cancer Society.
* Other interests include music, reading, travelling, meeting new people and carrying conversations.