**PAULINA POLCIK**

A highly competent, motivated and enthusiastic Paralegal, holding MA Degree. Successfully completed seven FE1s, sitting remaining in October 2021. Six years’ experience working in Paralegal role in a full-service practice. I am driven to complete my FE1s and enlist in The Law Society to begin my traineeship in 2022. I want to be a part of a dynamic firm, one which challenges me and gives me the opportunity to learn continuously, and grow into a successful solicitor.

**EDUCATION**

**The Law Society of Ireland, FE-1s:2019-2021**

Contract, Tort, Constitutional, Company, Criminal, European Union, Property: Passed

Equity: In Progress

**Higher School of Marketing Management and Foreign Languages: 2004-2007**

**College of Linguistics: 2000-2003**

**LEGAL EXPERIENCE**

**Hanahoe & Hanahoe Solicitors** November 2014 – 11th June 2021

Pre-Trainee Solicitor / Paralegal in an integrated practice, with a specialisation in litigation, commercial and property.

**Litigation**

* Working in litigation with a focus on personal injuries, probate and employment matters.
* Responsible for meeting clients, taking initial instructions, drafting court documents, client and third party communications, attending court for the purposes of motions and hearings, preparing court booklets and files and attending settlement meetings. Strong communication and excellent track record for securing new business.

**Commercial**

* Debt collection – responsible for drafting and issuing court documents, briefing counsel, attending counsel and attending settlement meetings, alongside the senior team.
* Commercial property – work alongside senior team in all commercial property transactions, including drafting correspondence, reviewing leases.

**Property**

First point of contact on all prospective client enquiries in respect of private property transactions. Responsible for taking calls, for scoping clients’ needs and communicating details on relevant services offered by our firm. Strong communication and sales skills, excellent track record for securing new business.

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**Criminal and Family law**

First point of contact on all prospective clients’ enquiries, responsible for initial consultation, preparing court documents, briefing counsel and attending court hearings.

**SKILLS & EXPERTISE**

* Excellent interpersonal client skills, from the prospective of client acquisition and ongoing client management.
* Keeping up-to-date with ongoing developments in the law, including changes to the litigation process and challenges faced by a property and litigation solicitor.
* Strong commercial acumen, with an understanding and appreciation for strategic business development to foster ongoing growth.
* Excellent ability to work on my own initiative.
* Strong Microsoft Office skills (Word, Excel, Power Point) Courtbase.

**NON-LEGAL EMPLOYMENT EXPERIENCE**

Opportunity School of Languages September 2007 – November 2014 (Self-employed)

Inter.ling Translations September 2007 – November 2014 (Interpreter, Translator)

**LANGUAGES:** Polish native, English fluent, German basic

**PERSONAL INTRESTS**

Zumba, horse riding, photography, baking and cooking, travelling

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