

RACHEL O'HARA

Paralegal at ByrneWallace LLP

086 25 99 535

rrachelohara@gmail.com

PROFILE

Civil Law graduate with an excellent academic record. I have completed my FE1 exams, and are available to commence my traineeship in September 2023. I am a motivated individual who has experience with team working.

EDUCATION

❖ **Law Society of Ireland** Nov 2020 — Oct 2021
FE-1 Exam

I have completed all 8 FE-1 exams.

❖ **National University of Ireland, Galway** Sep 2017 — May 2020
Bachelor of Civil Law Galway

I have recently received my Bachelor's Degree in Civil Law, from which I graduated 4th in my class, with a First Class Honours.

Winner of the LK Shields Hugh Garvey Memorial Prize - awarded to students who achieve the highest mark at examinations in Intellectual Property.

❖ **St.Marys Secondary School** Sep 2011 — May 2017
Ballina

I completed my Leaving Certificate in 2017, for which I received 477 points.

EMPLOYMENT HISTORY

❖ **Property Paralegal, ByrneWallace LLP** Jan 2022 — Present
Dublin

1. Reporting to a Partner, Senior Associate and Associates thereby revolving my day around their needs.
2. Administrative work - responsible for invoicing, bank transfers and any other finance requests of my fee earners
3. File management - maintaining a project allocation tracker daily, adding all new instructions, and notifying the fee earners. Making all changes to the tracker as needed.
4. Deeds management - dealing with private client deeds management when the primary paralegal for this is out of office. I learned the proper procedure for how to deal with such queries in a professional manner.
5. Account management - regularly checking client account figures, ensuring we have enough funds to hand for the different stages of a transaction e.g. transfer of deposit, balances upon closing, stamp duty funds. Also learned how to do an EFT in a time-sensitive nature, understanding the importance of the transfer of money.

❖ **Equity Tutor, National University of Ireland, Galway** Jan 2021 — May 2021

1. Tutored small groups of students on the fundamental areas of Equity Law, more specifically the law of trusts.
2. Aiding navigation through past exam questions
3. Researching the topics
4. Answering questions related to the topic
5. Liaising with the lecturer to provide feedback on what areas students were satisfied in, or what areas may require additional support.
6. Implementing any feedback that the students or lecturer had in order to improve my presentation and communication skills

❖ **Service Leader, Penneys Ireland** May 2021 — Dec 2021

1. Ensuring efficient running of till points
2. Assisting with content creation for the social media page
3. Dealing with more difficult customer queries
4. Carrying out spot checks on cash registers.
5. Liaising with the duty manager of any issues

Retail Assistant November 2017 - May 2021

EXTRA-CURRICULAR ACTIVITIES

❖ **Member of Environment, Health and Safety Team** May 2021 — Jun 2021

Penneys Ireland

Regular meeting to discuss Health and Safety plan of action

Implementing health and safety protocols

Liaising with the EHS manager on staff or customer issues or suggestions in relation to EHS.

❖ **Health and Fitness**

-Member of the ByrneWallace LLP team in the Law Society Calcutta Run in May 2022

-Member of the ByrneWallace LLP team in the Dublin Pride Run in June 2022

- Member of the Hike Life club as organised by influencer Roz Purcell

COURSES

❖ **Disclosure Training** 2020 — 2020

Galway Rape Crisis Centre

❖ **Manual Handling** 2017 — 2020

Primark

❖ **GDPR Course** May 2021 — May 2021

Primark

❖ **ECDL** 2017 — 2021

REFERENCES

❖ **Claire O'Reilly** 01 691 5337

Senior Associate in ByrneWallace LLP

coreilly@byrnewallace.com

❖ **Dr Lucy - Ann Buckley** 091 493661

*Senior Lecturer in Commercial Law and the Vice Dean for Teaching and Learning in the College of Business,
Public Policy and Law in University of Galway*

lucy-ann.buckley@nuigalway.ie

❖ **Olivia Dolly** 096-79561

People and Culture Manager in Penneys