**Roisin O’Brien**

**Phone Number :** 085 7233383 **Email :** roisinob2016@gmail.com

**Education**

**LLB: Law with Psychology September 2012 – May 2016**

* Graduated August 2016, with a high Second Class Honours Degree.
* Key modules include: Employment Law, Contract Law, Company Law, Law of Torts, Land Law, Family Law, Law of Equity & Trusts, European Law and Constitutional Law.
* Successfully argued for the winning side in a moot on negligence in tort law.
* Selected to present FYP (on Succession Law) to a local access community law group. Project involved participation in an ‘information provision service’ in which participants offered advice on probate matters. Awarded A1 grade in this module.

**Legal Immersion Programme: Sichuan University, Chengdu, China - July 2016**

* Selected to represent the University of Limerick Law School.
* Research scholarship.
* Granted the opportunity to liaise with a number of top students and lecturers from Universities all over the world.

**St Louis Community School 2006-2012:** achieved 480 points in the Leaving Certificate.

**Professional Experience**

**Ivor Fitzpatrick: October 2017 - Present**

**Legal Executive – Debt Recovery**

**O’Dwyer Solicitors: April 2017 – September 2017**

**Paralegal (General Practise)**

* Exposure to a wide range of practice areas such as conveyancing, personal injuries cases, medical negligence, criminal law, employment law and consumer law.
* Mainly dealing with conveyancing and district court matters.
* Responsible for own files and correspondence.
* Maintaining systematic filing system and keeping up to date with all case matters.
* Ensuring strict confidentiality is upheld for all clients.

**Eversheds Sutherland: September 2016 – April 2017**

**Legal Intern - Seconded to the Residential Tenancies Board.**

* Member of the Registration Enforcement team.
* Regulatory position ensuring compliance with Residential Tenancies Act 2004-2016.
* Carried out extensive checks of the Residential Tenancy board database prior to issuing notices to non-compliant Landlords pursuant to s144(2) of the Act.
* Liaised directly with non-compliant landlords, explained what was required of them and whether or not penalties were applicable.
* Position demanded highest level of adherence to Data Protection Legislation at all times.

**Mason Hayes & Curran: June 2014 – January 2015:**

**Legal Assistant/Intern in the Debt Recovery Department**

* Drafted various legal documents such as civil bills and affidavits.
* Developed public speaking skills in making applications before the Court to adjourn proceedings, obtain orders for substituted service and applied for consent applications.
* Enhanced legal researching skills. Completed various researching tasks in relation to the enforcement of judgments, the new district court rules and the Statue of limitations.
* Compiled, organised and arranged briefs for counsel and court.
* Advanced communication skills through liaising with solicitors and counsel daily.

**The Castletroy Park Hotel: September 2015 – September 2016**

**Food & Beverage Server**

* Demonstrated a client focused approach in using my initiative to anticipate customers’ needs, ensuring customer satisfaction.
* Developed a strong understanding of what good customer focus entails and how to adopt such an approach.
* Improved teamwork skills though supporting colleagues in different departments.

**Ireland West Airport Knock: May 2011 – September 2015**

**Catering Bar-Restaurant Assistant**

* Consistently demonstrated a strong sense of initiative and a hardworking attitude, ensuring all aspects of my role were carried out effectively and efficiently.
* Trusted with the responsibility of mentoring new staff. Passed on acquired skills to my colleagues, ensuring that they fully understood what their duties entailed and had the ability to carry them out.
* Displayed excellent knowledge of products and services in dealing with the queries of the general public with regards to the airport.
* Responsible for effective cash handling duties on a daily basis.

**University of Limerick** **Orientation Guide: September 2015**

* Displayed leadership skills and self-confidence as I provided groups of 20 incoming students with campus tours over a week long period.
* Ensured students felt welcomed, comfortable and confident in their new environment.
* Successfully aided students’ transition into the University of Limerick Campus life.
* Demonstrated quick thinking ability in answering various unpredictable questions by incoming students.

**Skills Profile**

**IT**

* Gained excellent knowledge of Microsoft Office through use of the programmes in completion of college coursework and past employments.
* Experience proficiently using the legal case management database KLS & Legal Evolve.
* Excellent typing skills.

**Organisation & Time Management**

* Excellent time management and organisational skills gained through requirement to meet deadlines in completion of my college work;
* Displayed in all past employments.

**Achievements**

* Awarded scholarship to attend Legal Immersion Programme in the University of Sichuan, China.
* Full clean Irish licence.
* School Perfect 2011-2012.
* Bronze Gaisce Presidents award.
* Active Volunteer for Mayo Volunteer centre.
* Awarded University of Limerick Presidents Volunteer award.

**Interests and Hobbies**

* Member of the UL Law Society.
* Keen interest in reading and music and am a proficient guitar player.
* Enjoy keeping active and am a member of my local gym.

***References available upon request***