

PROFILE

- Particular interest in financial regulation arising from current role as a paralegal within the Central Bank of Ireland's Regulatory Decisions Unit which runs, amongst other things, high profile Inquiries.
- Offers extensive legal experience as a legal secretary, intern and paralegal in both private sector and most recently, the public sector (Central Bank of Ireland).
- Offers developed legal research skills and litigation support skills (including drafting of affidavits) together with a track record in teamwork, where communication, problem solving and inter-personal abilities play a key role.
- Seeking to secure a traineeship with a dynamic, leading law firm where I can develop my legal expertise by working alongside and learning from Ireland's leading lawyers.

EDUCATION

LLB Bachelor of Laws	2013-2016	Waterford Institute of Technology	2:2
Leaving Certificate	2013	Ursuline Secondary School, Blackrock, Cork	305 points
	Student of the year School (2012)	Ursuline Secondary School, Blackrock, Cork	

EXPERIENCE

Paralegal, Regulatory Decisions Unit, Central Bank of Ireland *November 2019 – Present*

Currently employed as a paralegal within the Central Bank's Regulatory Decisions Unit ("RDU") which is responsible for certain decision-making processes under Administrative Sanctions Procedures, Fitness & Probity, Revocations & Refusal of Authorisations and Assessments regimes. In my role, I:-

- Provide professional, knowledgeable paralegal and administrative assistance to lawyers working in the RDU to support the division in the delivery of its mandate.
- Support Inquiry Members in relation to Inquiry hearings and administrative matters arising from the Administrative Sanctions Procedures Inquiry process.
- Update and manage both hard and soft copy documents, including using the discovery platform Relativity.
- Consult and liaise with a broad range of internal and external stakeholders including Counsel, external legal service providers and RDU-appointed decision makers (which include former Supreme Court and High Court justices).
- Co-ordinated and scheduled the recruitment process in respect of a new panel of Central Bank decision makers.
- Assisted with the re-drafting of the Section 23 (the gatekeeper role), Section 43 and Refusals and Revocation templates and procedure documents.
- Maintain know how and precedents to support RDU's knowledge base.
- As a COMPASS (DMS) Super User, I:- work with my assigned business area Super User team to ensure Super User responsibilities are carried out as defined in the Super User handbook and associated Schedule of Activities; provide COMPASS guidance to my assigned business area; and carry out specific Super User COMPASS functions including access management, reporting, and information architecture maintenance.
- Assist RDU Operations team with the administrative tasks and contribute to the efficient operation of RDU.

Legal Secretary, Byrne Wallace *July 2019 – November 2019*

Legal Assistant, Byrne Wallace *July 2018 – June 2019*

Employed as a legal assistant within the Health Services department. I supported all fee earners and legal secretaries when required with administrative tasks. Within a year, I was **promoted** to Legal Secretary. I supported two fee earners. Briefly, after my promotion, I was assigned the responsibilities of recording and processing third party costs on behalf of the Health Services Executive. In my role I,-

- Managed the department's Document Management System- opening new files and maintaining existing files. Managed & organised solicitor's diaries.

- Drafted Affidavits of Services and lodged court documents using advanced features of Microsoft office Suites. Audio typing of documents, letters and maintaining good client relationship with representatives of the HSE.
- Learned and complied with the Firm's policies and procedures, attending risk briefings where necessary. Maintained a large caseload of files due for closure, which entailed complying with the Firm's risk management policy by drafting letters to all involved parties to a case, informing them of case closure before continuing with the Firm's case closing policy.
- Recording and processing third party costs on behalf of clients. This included presenting the third party costs to the fee earner for review. Once approved, the costs is recorded and processed on a HSE case management system. Used advanced features of Excel to record third party costs and reflect annual savings obtained by the Health Services department in reviewing Third Party Costs.

OTHER EXPERIENCE

Integrity Helpline Intern, Johnson Controls *March 2018 – July 2018*

Employed as an intern to assist with the management of the Integrity Helpline process for a large multinational company. The integrity helpline team sits within Compliance team at Johnson Controls. The teams deals with reports of actual or suspected violations of Johnson Controls Code of Ethics or the law. In my role, I analysed the performance of investigations and identifying opportunities to improve the investigation process. Reviewed key metrics for usage of the Integrity Helpline and developing plans to improve key areas and assisted the Integrity Helpline Senior Manager in developing and delivering investigator training.

Legal Intern, Barry O'Meara & Son Solicitors, Cork *June 2017 – August 2017*

Worked along side Simon Murphy (former President of The Law Society of Ireland). Assisted with administrative work such as filing, note taking, copying and data entry. Worked as receptionist for a week interacting with clients and dealing with telephone queries.

Customer Assistant, Tesco Middleton *June 2016 – January 2017*

Served customers with pride and worked hard for team and department.

Public Relations Officer – Waterford Institute of Technology Africa Society *2015 -2016*

Elected as Public Relation Officer of the Africa Society, a society that provides a forum to enlighten the student body about the diverse African cultures present in the college. I was involved in organising activities and events that educated the student body on African culture. It also acted as a point of contact between the college and members on issues affecting the interests of African students. My role included establishing and maintaining communication between the society and the student body. Effective communication was achieved through frequent publications on the college website, stand set-ups during college hours and liaising with local Waterford businesses (Supervalu) who sponsored certain parts of the societies "Africa Day" event.

INTERESTS

Reading: Keeping up to date with the current news - Irish Times, The Law Gazette and Fiction Novels.

Music: Elected as choir treasurer (2019/2020) of the Discovery Gospel Choir (the No.1 multi-cultural choir in Ireland). Assisted with grant applications.

REFEREES

Claire McLoughlin, Head of Function, Regulatory Decisions Unit, Central Bank of Ireland

Sinead Kearney, Head of Health Services, Byrne Wallace

Contact details available upon request.