**Curriculum Vitae**

**Saoirse Enright**

**17 Liosarda, Listowel, Co. Kerry**

**Tel: 087 2959211 Email:** **saoirseenright@live.ie**

**PERSONAL PROFILE**

Current 3rd year Law Plus student at the University of Limerick with a QCA of 3.23 (2.1 Honours degree). 8 months co-operative learning experience spent at Woulfe Murphy Solicitors, Abbeyfeale, Co. Limerick while also working part time in Spar. Gained both legal and administrative skills in a general practise setting. Enthusiastic learner and a self-starter. Adaptable to new situations and works well as part of a team or on own initiative as the situation requires. Looking to further advance these skills by securing a Summer internship. Career goal is to train and practise as a solicitor.

**EDUCATION**

**LLB Law Plus (2.1 Honours) 2015 - Due to complete in 2019**

University of Limerick

**Leaving Certificate** (results available on request) **2015**

Listowel Presentation Secondary School

**WORK EXPERIENCE**

**Woulfe Murphy Solicitors June 2017 – January 2018**

**Legal Assistant – University Co-op placement**

* Exposed to a variety of legal areas including litigation, conveyancing, probate, family and employment law.
* Responsible for preparing legal documents such as Family Home Declarations, Section 72 declarations and affidavits for varying issues on the case management system ‘EXPD8’.
* Involved in drafting legal correspondence for other firms and clients.
* Preparation for court hearings by preparing briefs and maintaining client files.
* Accessing websites such as the Property Registration Authority to order EAS folios.
* Sitting in on client meetings including drafting and witnessing of wills and personal injuries claims in preparation for a PIAB application.
* Attended external legal meetings with my colleagues including to the Circuit Court and nursing home visits to garner information for Fair Deal Scheme Applications.
* Assisted in property transfers both commercial and residential from end to end.
* Manning reception area, engaging with clients and other offices.

**Spar Express June 2015 – present**

**Part time Shop Assistant**

* Working at the cash register serving and engaging with customers.
* Ensuring efficient cash management by carrying out regular safe drops on the till.
* Maintaining a good appearance of the shop.
* Responsible for stock rotation ensuring that the product with the most current date is faced off and removing any out of date products from shelves.

**L.M O’ Connell Solicitors Summer months 2014 - 2016**

**Legal Assistant**

* Actively involved in the administration of the office such as scanning documents, photocopying and filing.
* Getting documents signed by the local Peace Commissioner or Commissioner for Oaths.
* Attending external legal meetings at the Circuit Court and an auction for the sale of land for a client.

**SKILLS**

* Excellent organisation and time management skills gained from working on college assignments, work placement and combining weekend work with college.
* Strong project management skills acquired during both individual and group college projects.
* Hands on knowledge of the case management system ‘EXPD8’ from working at Woulfe Murphy Solicitors.
* Solid team work skills due to work experience and college projects.
* Accuracy and attention to detail.
* Commercial awareness by keeping up to date with the latest deals, transactions and legislative changes in Ireland and abroad.

**INTERESTS & ACHIEVEMENTS**

* Completed an online ECDL course and received a certificate for all seven modules.
* Attained my full driver’s license during the summer of 2017.
* Enjoy a variety of exercise classes such as spinning, circuit training and yoga for relaxation.
* Enjoy meeting with friends and socialising.
* Enjoy travelling – travelled to Bologna, Berlin and Amsterdam in 2017.

**REFERENCES**

* **Woulfe Murphy Solicitors, Abbeyfeale, Co. Limerick** Fiona O’ Sullivan - 087 669 4866
* **Spar Express / Texaco, Listowel, Co. Kerry** Dorota Zwierzynska - 087 335 1672
* **L.M O’ Connell Solicitors, Listowel, Co. Kerry** Louis McDonough - 087 618 7322