

## **Sara O'Sullivan**

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### **Profile:**

Paralegal with 15 months experience in mid-tier and top tier law firms. Experience gained in vulture litigation/enforcement project and property litigation. I have passed 5 FE1 examinations and await results from the October 2018 sitting. I am seeking a traineeship with view to start Blackhall at the earliest date possible.

### **Education:**

September 2013 – September 2016 Bachelor of Law and Business (Honours), Maynooth University, 2:1 Degree

September 2007 – June 2013 Colaiste Bride, New Road, Clondalkin, Dublin 22 , Leaving Certificate 2013, 465 points

### **Employment History:**

May 2018 - Present Public and Regulatory Paralegal, McDowell Purcell Solicitors

- Attendance at inquiries
- Preparing witness statements
- Preparing instructions and briefs for counsel for various inquiries
- Liaising with the client

September 2016 – May 2018 Banking and Litigation Paralegal, McDowell Purcell Solicitors

- Drafting civil bills, accompanying affidavits and various court documentation
- Preparing instructions and briefs for counsel for Circuit Court and High Court applications
- Attending counsel in the Circuit Court and High Court
- Liaising with the client
- Maintaining and organizing the case management system

November 2013 – September 2016      Retail Sales Assistant, Smyths Toys Superstores

- Dealing with customer queries
- replenishment of stock
- Stock control
- Cash and credit reconciliations
- Management of Nursery Department and training in car seat safety

July 2015      Summer Intern, Property Department, Matheson

- Presentation skills training
- Communication skills training
- Attending client meets
- Scheduling documentation
- Drafting research topics

July 2011 – August 2011      Summer Intern, Padraig O'Donovan and Co. Solicitors

- Maintaining and organizing case files
- Reception cover
- Company cash reconciliations
- Internal and External post
- Attendance in the District Court

**Volunteer Work:**

September 2014 – May 2015      Trinity Access 21 Mentor, Colaiste Bride, New Road, Clondalkin

2009 - 2011      Volunteer trainer of the Knockmitten Shotokan Academy

**Computer Skills:**

Completed the European Computer Driving License (ECDL) in 2014

**Achievements:**

Public Relations (PR) And Special events prefect at Colaiste Bride

First Dan Black Belt Shotokan Karate

Second Dan Black Belt Shotokan Karate

**Hobbies:**

- Weekly circuit classes and gym attendance
- reading fictional books

**Referees:**

Raymond Lambe

OSM Partners

0879970374

Brian Moore

Smyths Toys Superstore

0872595333