# Summary

* Pursuing a career as a solicitor
* Good verbal and written communication skills
* Proficient at Excel and Microsoft Outlook
* Proven ability to work in a demanding, fast-paced and deadline driven environment
* Strong attention to detail and highly organised
* Competent use of case management software and multiple ICT systems
* Languages: English (mother-tongue)

# Legal Experience

## Law Clerk August 2019 – Present

***An Post, GPO, Dublin***

## Assist a team of eight solicitors with civil matters relating to defence personal injury litigation, employment matters and debt recovery

## Managing the TV licence prosecutions and appeals which would include registering and serving summons, attending court and maintaining excel sheets

* Acting as a legal case handler for an assortment of cases
* Preparing briefs for Counsel

## Competent use of *Legal Evolve* document management software

## Law Clerk March 2019 – July 2019

***Legal Aid Board, Galway***

* Processed and means tested civil legal aid applications and issued legal aid certificates
* Dealt with queries from barristers, other party solicitors, Courts Service and other professionals
* Assisting and signposting applicants in person and over the phone
* Transcribing memos and letters
* Drafting letters, documents, attendances etc.
* Preparing briefs for Counsel
* Good command of *EOS* document management software
* Attending court
* Diary management

## Paralegal September 2018 – March 2019

***Central Statistics Office, Cork***

* Assisted the procurement department with contract management and compliance with procurement law
* Worked as part of a team which carried out contract reviews
* Assisted as the CSO’s legal enforcement unit which dealt with non-compliant companies who fail meet their legal obligations to provide the CSO with the required statistical data.

## Insurance Agent May 2017 – July 2018

***Aviva, Galway***

* Tasked with selling motor insurance products, adjusting existing policies and dealt with policy renewals
* Multitasked calls with the operation of internal systems and data base searches
* Processed payments and refunds

## Paralegal August 2015 – January 2016

***John F Martin Solicitors, Galway***

* Assisted in the areas of defence criminal litigation, personal injury litigation and residential conveyancing
* Drafting letters and preparing briefs for Counsel
* Analysing, researching and summarising legal information
* Reviewing State evidence
* Attending on a barrister in District & Circuit Court
* Managing case files
* Status reporting

# Education

## Fe1 Examinations - Pass October 2017 – October 2018

***Law Society of Ireland***

* Prepared and passed all of the FE1 entrance exams
* Criminal - 63, Equity - 57, Real Property - 50, Tort - 53, Contract - 59, Company - 66, EU - 55, Constitutional – 50.

***University of Limerick***

## LLB Law Plus QCA 3.12/4.0) September 2013 – June 2017

* Attained a 2.1 degree

***Calasanctious College, Oranmore.***

## 520 points September 2006 – June 2012

# References

* Available upon request