**Work Experience**

**September 2019 – Present**

**LK Shields Solicitors, 40 Upper Mount Street, Dublin 2**I am currently on work placement as a paralegal. My duties include assisting solicitors and partners prepare for court, which involves scanning relevant documents to a database, researching specific information on certain topics, as well as photocopying and binding relevant documents into a booklet for later use in court. From working here, I have gained in-depth experience in various types of work, ranging from preparing briefs for Counsel for court dates, to filing documents in the Central Office, Land Registry and District/ Circuit Court. I have assisted in completing large marketing projects for a partner which involved using a database to obtain information about potential clients and inputting relevant information into a spreadsheet. I have attended court on numerous occasions as part of a watching brief, most recently in the commercial court where I gained a greater insight into the application of what I have learned in college/ working as a paralegal. I work in a team of five paralegals where numerous jobs are assigned to us. As a result of this I have gained experience in prioritising tasks which must be completed both individually and as part of a team. This can involve quite a lot of pressure where deadlines must be met, especially when there are large workloads and efficient timekeeping is paramount. My work placement is due to finish on the 30th of April 2020.

**Ellis & Co Solicitors, 2 Railway Road, Ballinamore, Co. Leitrim**

In Transition year in secondary school I completed a week of work experience in a law firm in Leitrim, which resulted in me working there for the following two summers intermittently as well as working there during holiday periods. From working there, I gained in insight into the work involved in a small-scale law firm with only one solicitor. This gave me a hands-on experience as my duties entailed filing client documents, photocopying, speaking to clients over the phone and passing on information to the solicitor as well as dealing with any further requests of clients. I also attended the District court on occasion with the solicitor.

**Supervalu employee**

During fifth year in secondary school I worked in my local Supervalu as a shop floor assistant, whereby I learned how to balance my school work as well as my working numerous evenings a week.

**Pub Bartender**

I worked as a bartender in my local pub in Leitrim and dealt with customers regularly which involved long hours.

**Volunteer Experience**

* Building a Christmas Crib for Ballinamore Church.
* Food collection for St. Vincent de Paul.
* Work for the Cycle Against Suicide.
* Paired Reading with local primary school students.
* Bag packing for suicide and depression awareness.
* Voluntary help in the rehab in Ballinamore.

**Achievements**

* I was Managing Director of a mini company in my school.
* I was Bank Manager of a school bank in transition year.
* I was captain of the Leitrim Minor Championship winning football team of 2016.
* I was a member of the Leitrim Minor panel of 2016.
* I was a member of the Leitrim U20 Panel of 2018.
* I was a member of the winning Leitrim Intermediate Club Championship team of 2018.

**References**

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