SHARON O’NEILL

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**Ambitious Law Graduate with a proven commitment to a legal career seeking a traineeship with a dynamic and well respected Firm in order to begin a successful career by making a significant contribution to the Firm.**

**Relevant Work Experience**

**July 2014-Jan 2015 Houlihan Solicitors, Castletroy Commercial Campus, Limerick *Legal Assistant/Paralegal***

Houlihan Solicitors is a busy sole Solicitor practice that provides a wide array of legal services with a focus on personal injury litigation. My responsibilities included the following:

* Attended client consultations with Principal Solicitor to assist in taking notes and liaised with clients by email and telephone to update them in relation to their file.
* Liaised with Insurance Companies and Gardaí in connection with road traffic accidents. Obtained Garda Abstract Reports and obtained expert reports from engineers, medical professionals and actuary’s on the direction of the Principal Solicitor.
* Prepared and submitted applications to the Injuries Board.
* After a few months in this role I was given the sole responsibility of dealing with the Injuries Board process and updating clients throughout.
* Preparing briefs Counsel and assisted the finalising of Court documents with the Principal and Counsel.
* Stamping, issuing and serving of summons as well as the drafting and filing of Affidavits including Affidavit of Service of Summons, Affidavit for replies for Particulars. etc
* Attended at both Circuit Court and High Court sittings with the Principal Solicitor and where the Principal Solicitor was engaged in another matter I attended call overs and informed the Judge of this position as well as attending Counsel for Motions.

**July 2011-Jan 2012 Co-operative education-Galway County Council Law Agent’s Office *Clerical Officer/ Legal Assistant***

The Law Agent’s Office manages a number of legal functions on behalf of Galway County Council. These functions include conveyancing, litigation and enforcement proceedings. I spent 6 months in this role as part of my co-operative year from the University of Limerick. My experience in this role included the following:

* Completed dictation work for the Solicitors and used the case management system Keyhouse.
* Preparation of Court documents for the Solicitors for e.g. Summary Decrees, Notice of Trial, Notice of change of Solicitor, Prepared motions for the Motions Court (Consent to serve notice of trial, and request for further information).
* The drafting and serving and entering in to court of various documents, including instalment orders and Summonses in compliance with all court procedures and timelines.
* Attended Arbitration hearings in relation the CPO’s in County Galway by the National Roads Authority’s and obtained exposure to this mode of alternative dispute resolution.

**Education**

**2009-2013** **University of Limerick**

Bachelor of Laws (LLB) Law Plus (Law & Psychology)

**Jan 2012 – June 2012** **Wageningen University and Research Centre (The Netherlands)**

Erasmus Programmefocusing on Economics and Governance

 **2004-2009** **Presentation College, Currylea, Tuam, Co. Galway**

**Other**

* Worked as a waitress in the hospitality industry part-time for 4 years.
* Highly proficient in IT skills included MS word, Excel, PowerPoint, etc.
* Moot court participation as part of my Law Degree and Member of the UL Law Society.
* Travelling; I have Travelled Europe while on the Erasmus program. I also took part in the J1 work and travel USA summer visa programme in 2010 to New York and in 2013 to San Francisco.
* I have always been interested in sports and enjoy keeping fit. I was a member of my schools basketball team and also played badminton for my school. I also received a level one certificate in coaching badminton. I most recently completed the 2015 VHI Mini Marathon.