

SHARON O'NEILL
Airgloony, Tuam, County Galway
sharonon22@yahoo.ie
+353 87 6773069

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

**December 2015- Present McDermottByrne Solicitors, Lock House, 12 Dominick Street
Upper, Galway City
*Legal Assistant***

McDermottByrne Solicitors is a busy practice with two full time Solicitors and one Consultant Solicitor. The Practise provide a full range of legal services with a strong focus on conveyancing, personal injury litigation, family law, medical negligence and company law. My responsibilities include the following:

- Attending Court hearings and taking comprehensive notes and liaising with clients on behalf of the Solicitors.
- Debt collection; drafting and serving debt claims, liaising with Gardaí when bench warrants are issued.
- Family Law; drafting affidavit of means and welfare, liaising with clients in relation to same. Compiling booklets of vouching documentation for Court, lodging papers in relation to applications re access and maintenance.
- Conveyancing; assisting Solicitors at all stages of a transaction acting for both Vendors and Purchasers including drafting contracts, dealing with Requisitions on Title, preparation of closing documents.
- Sole responsibility for keeping wills register, undertakings register, title deeds register and file register, and storage of same.

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

Houlihan Solicitors is a busy Sole Practitioner practice 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.

- Prepared and submitted applications to the Injuries Board and 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 for Counsel and the finalising pleadings and affidavits with Principal.

**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. My experience in this role included the following:

- Preparation of Court documents for the Solicitors for e.g. Summary Decrees, Notice of Trial, Notice of change of Solicitor and Prepared motions for the Motions Court.
- 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.

Education

2009-2013 University of Limerick
Bachelor of Laws (LLB Hons) Law Plus (Law & Psychology)

Jan 2012 – June 2012 Wageningen University and Research Centre (The Netherlands)
Erasmus Programme focusing 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, case management systems (Evolve & Keyhouse) 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 and participated in the 2016 Tough Mudder Mud Run.