

# Shauna Farrell

No. 4, The Village, Aughamore, Carrick-on-Shannon, Co. Leitrim  
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**Career Objective:** Enthusiastic and diligent Bachelor of Civil Law graduate. I have hands-on experience in three different busy, reputable law firms. I have worked in the areas of Conveyancing, Family Law, Property Law, Personal Injuries, Wills and Probate, more recently Employment Law, Corporate Law and Health Services. Proficient at working independently or as a team and extremely adaptable to different roles as required by the company. Capable of making a valuable contribution to any legal team owing to my strong research, communication and attention to detail skills.

## Education

**2017-2021**

**Bachelor of Civil Law at National University of Ireland, Galway: First Class Honours Degree**

**Final Year Modules:** Labour Law (78%), Land Law (70%), Equity (64%), International Human Rights Law (67%), Intellectual Property Law (78%), Criminology (71%), Banking Law (66%), Essay (70%).

**Essay Projects:** "Is it Time to Abandon the Life Sentence?"

**Overall Result: 1.1 (70%)**

**Third Year:** Professional Work Placement

**Second year modules:** Administrative Law (67%), Company Law (72%), Criminal Law (67%), European Union Law (69%), Criminal Justice (68%), Media Law (71%), Legal Methods and Research II (70%), Essay (67%).

**Essay Projects:** "Wrongful Convictions: The Need for Change"

"Social media and content moderation; Entrusting internet companies' as the global speech police of the digital age?"

**Overall Result: 2.1 (67%)**

**First year**

**Overall Result: 2.1 (66%)**

**2012- 2017**

**Carrick Community School, Carrick-on-Shannon, Co. Leitrim**

**Leaving Certificate: 544 points**

## Work Experience

**April 2023 - Present** Float Paralegal, ByrneWallace LLP, Dublin

- Provide secretarial support in the areas of Employment, Health Services and Corporate
- General administration duties such as filing, photocopying, scanning, dictation
- Draft documents such as booklets for court, letters, briefs for counsel
- Drop documents down to and become familiar with different entities such as The Four Courts, Chancery Courthouse, Office of the Ward of Courts, Bar Counsel of Ireland
- Manage the filing and administration of paperwork in the office and sorting and distributing mail
- Complete various forms on the ByrneWallace Eolas system such as time transfers, opening up new client matters and file closing forms
- Record time spent on work to be billed to clients
- Prepare draft bills to be approved by fee earners, provide WIP reports & time summaries to fee earners

**July 2022-April 2023** Legal Assistant, Siobhan Byrne Solicitors, Carrick-on-Shannon, Co. Leitrim

- Answer phonecalls, schedule appointments and respond to emails from clients and other firms and companies
- Compose and draft letters, memos and various legal documents such as Deeds of Transfer, Deeds of Assignment, Contracts for Sale, Separation Agreements, Wills, PIAB application forms, Briefs to Counsel, etc.
- Witness the signing of documents such as Wills and Deeds of Transfers
- Meet with clients face to face on a daily basis, communicating with them in an efficient, jargon-free manner, providing them with updates and following up on any queries they may have

- Write up attendances on all client meetings
- Complete various property and conveyancing duties such as lodging documents in the Land Registry, completing Form 17s, filing Stamp Duty returns on Revenue, ordering folio and file plans, indexing title deeds
- Follow up with professionals such as architects, engineers, doctors, physiotherapists, banks and mortgage lenders and the Property Registration Authority on any outstanding issues or queries
- Operate and open new client matters alongside maintaining a detailed record of all payments made from client and office account on Leap Case Management Software
- Customise billing statements for clients, providing detailed descriptions of all services provided

**October 2020-July 2022 Sales Assistant, Mulvey's House of Gifts, Carrick on Shannon, Co. Leitrim**

**September 2019-April 2020 Professional Work Placement, Berwick Solicitors, Galway**

- Shadow Solicitors practicing in the areas of property law, personal injury, family law, employment advice and medical negligence
- Attend court hearings, assisting solicitors efficiently and effectively
- Use excellent communication skills to ascertain client needs and to extract all relevant information
- Reception duties such as answer phone calls in a professional manner, sort and distribute mail, maintain a detailed log of all office visitors, schedule appointments
- Conduct research on legal issues such as caselaw and legislation

**October 2017-October 2019 Part-time Sales Assistant, Sports Direct, Carrick-on-Shannon**

**Skills Profile**

**Communication:** Excellent communication skills developed through interactions with 150 customers daily in a busy retail store. Further developed through working on reception in a legal office, dealing with clients on the phone and in office during client meetings.

**Teamwork:** Dedicated team player, developed through group work in college tutorials and group projects both in secondary school and college. Work with co-workers effectively for the benefit of the business.

**Adaptability:** Alternated between receptionist and legal assistant every month over an eight-month period acquiring a broad range of skills and knowledge in both roles.

**Attention to detail:** Excellent observation skills through reading case-law and being able to pick out relevant information, which has allowed for the fine-tuning of essays and moot exercises. Attention to detail has also improved my ability to observe and respond to client needs promptly and efficiently.

**Research:** Ability to research topics in great depth and analyse large volumes of information through numerous college assignments in first and second year.

**IT Skills:** Highly experienced in Microsoft office including Word, Excel and PowerPoint utilised throughout my degree for assignments and presentations. Advanced Excel skills gained in my role as a legal intern completing spreadsheets for client payments, cheque lodgements, itemised bill of costs. Competent in the use of legal software such as DMS Filesite to ensure accurate and reliable file maintenance

**Achievements**

- Won various medals and played in several football finals whilst playing with the Annaduff GAA club until the age of 19.
- Was one of 30 students chosen from 150 to take part in Professional Work Placement based on first year college results.
- Hold a full driver's license since December 2019.
- Achieved a 1.1 result in my undergraduate degree.
- Exemplary attendance throughout all previous jobs.

**Interests and Hobbies**

Enjoy walking, running, and cycling in the countryside at home and the social element involved.

Attend a weekly gym class in Carrick on Shannon.

Member of the Law Society at NUI Galway and attended the annual trip abroad to London in first year.

**Referees available on request**