



SHAUNA HOGAN

ASPIRING TRAINEE SOLICITOR

PROFILE

CONTACT

085 1016510
Shaunahogan2@gmail.com

EDUCATION

Fe-1 Examinations, The Law Society of Ireland

2020-2022

Passed all 8 law exams first time.

Master of Arts in Law, Technology University for Dublin

2018 - 2020

First Class Honours Degree

Bachelor of Social Science, University College Dublin

2014 - 2017

Second Class Honours Degree, GPA: 3.59

EXPERIENCE

November 2023- February 2024

Client Services Advisor, Shaw & Partners, Sydney

- Assisting in the onboarding process for new clients, which involved gathering necessary documentation such as account opening forms and AML documents
- Ensuring compliance with regulatory requirements are met.

October 2023 completed several short term temporary contracts:

Paralegal, Schweizer Kobras Lawyers, Sydney

- Dictation of letters, contracts, documents

Office Administrator, Macquarie Telecom, Sydney

- Manage and organize office files, documents, and records
Managing room available, answering and screening of calls

July 2023, completed two temporary short term contacts

Administrative Assistant, Mainbrace Construction, Sydney

- Use of Mail Merge to draft documents including letters and reports

Receptionist, Public Defenders Office, Sydney, NSW

- Handling queries and complaints via phone, email and general correspondence
- Taking messages and ensuring they are passed to the appropriate staff member in time

August 2022 – May 2023

Paralegal, A&L Goodbody, Ireland

- Working as a paralegal in the company secretarial and government services department
- Maintained a small portfolio of clients
- Communicating with clients, legal professionals
- Attending board meetings
- Updating company secretarial software packages including statutory registers
- Drafting of documents such as share certificates, board resolutions, board minutes, resignation letters and contracts
- Assisting with the legalisation and authentication of documents
- Working and assisting lawyers on special projects

October 2017- August 2022

Residential Support Worker, Anne Sullivan Foundation, Ireland

- Working collaboratively and supportively with multi-disciplinary teams
- Reviewed and put into practice the person-centered care plans for each service
- Responding respectfully and effectively to disruptive and challenging situations
- Understanding and facilitating service users' needs through the use of augmentative communication systems

VOLUNTEERING WORK

November 2015 – August 2016

Student Volunteer, UCD Volunteer Overseas

- Fundraised for 8 months with UCDVO and volunteered abroad for 1 month in North East India on a community development and social work project alongside 10 Irish students and 15 Indian students

October 2017- July 2018

Activism Intern, Amnesty International Ireland, Ireland

- Creating a youth program contact database, managing youth and active social media accounts, organizing campaigns; presenting human rights courses at schools

SKILLS

- Legal Research and Analysis
- Strong Communication and Advocacy
- Cultural Competence and Adaptability
- Attention to Detail and Analytical Thinking
- Team Collaboration and Leadership
- Irish Sign Language

References available on request.