

## Sinéad Harrington

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### Education

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**Law Society of Ireland FE-1 Exams (7 Passed, 1 Pending)** 2017- 2018

University College Cork 2015- 2016

**LLM (Taught):** 65% 2H1

**Dissertation Title:** Examining the validity and effectiveness of advance healthcare directives for patients with dementia in Ireland.

University College Cork 2012- 2015

**BCL**

3<sup>rd</sup> Year Overall Result: 66% (2.1)

Class Ranking: 7<sup>th</sup> out of 53.

2<sup>nd</sup> Year Overall Result: 62% (2.1)

Class Ranking: 12<sup>th</sup> out of 57.

1<sup>st</sup> Year Overall Results: 60% (2.1)

Class Ranking: 15<sup>th</sup> out of 66.

**School:** Mount Mercy College, Model Farm Road, Cork

**Leaving Certificate 2012:** 475 points

### Work Experience

#### **June 2018- Present**

**Title:** Paralegal in Weightmans LLP, Top 45 UK Law Firm and National Healthcare Law Firm

-Currently working as a paralegal in the clinical negligence department.

-Case manager of 18 clinical negligence cases.

-Reviewing medical records and expert reports, corresponding with clients and hospitals.

-Drafting letters of instruction to experts and letters of advice on behalf of the NHSR.

-Organising expert conferences and attending settlement hearings and listing appointments.

-Attending court to file witness summons and consent orders.

-Time recording and billing files daily in order to reach monthly target.

#### **April 2018- Present**

**Title:** Intern in Comyn Kelleher Tobin Solicitors, National Healthcare Law Firm

-Legal Intern in litigation department.

-Drafting documents, case files and claim files along with general administration support.

-Assisting in evidence gathering to include review of medical records.

-Drafting statements and chronologies, quantum calculations and obtaining experts' reports.

-Assisting with preparation for court hearings and claims.

-Assisting in preparing resources and content for client presentations and practice training.

#### **November 2016- March 2018**

**Title:** Paralegal in Murphy Lynam Solicitors, General Practice Firm

-Preparing contracts and requisitions on title for various conveyance files.

-Arranging and attending meetings with clients, conferences with counsel and court appearances.

-Drafting formal legal documentation and proofreading documentation, contracts and agreements.

-Preparing briefs and books of pleadings and reports for court.

-Booking legal visits and appointments for clients to attend the office.

### **July 2016- August 2016**

**Title:** Paralegal in Cantillons Solicitors, Leading Claimant Medical Negligence Firm

- Placed in the medical negligence department.
- Preparing discovery documents for court, statement of cases and attendance notes.
- Ensuring compliance with file management.
- Writing articles for the company's website on contentious healthcare issues.
- Reviewing and managing large quantities of information for court and inquiry proceedings.

### **May 2015- May 2016**

**Title:** Paralegal in Carl O'Mahony Co & Solicitors, General Practice Firm

- Offered part time employment on successful completion of a summer internship.
- Attending court to assist solicitors and barristers and observing settlement talks.
- Drafting plenary summons, licensing applications and claim notices.
- Administrative tasks such as filing and photocopying.
- Researching points of law and other factual issues.

### **Additional Relevant Experience**

- Cork Online Law Review (COLR) Deputy Editor-in-Chief
- UCC Child Law Clinic Member
- Free Legal Advice Clinic (FLAC) Member

### **Skills**

**Legal:** Completed a module on legal research and writing. Have further developed these skills by being involved with the Cork Online Law Review, reading and editing numerous legal articles.

Excellent attention to detail with strong analytical skills.

**IT:** Good working knowledge of Microsoft excel and Microsoft word. Ability to use legal databases, such as Justis and Bailii. Experience of case management system, digital dictation, time-recording and billing.

**Organisational:** Time management skills gained through meeting deadlines along with managing extracurricular activities, employment and FE-1 study.

**Communication and Interpersonal:** Excellent teamwork and communication skills gained through course project work, employment and extracurricular activities. Ability to establish and maintain good working relationships. Excellent telephone manner, strong client orientation and professional approach.

### **References**

Professor Deirdre Madden  
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University College Cork  
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