**Sinéad Flanagan**

3 Springvale, Millview Road, Malahide, Co. Dublin (085) 7123759 (in use from November)

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***Personal Statement***

**I am an adaptable and responsible law graduate seeking a training contract with Byrne Wallace. I intend to utilise the organisational and communicational skills, which I have developed during my two years of progressive experience working as a legal intern and law clerk/paralegal. I have completed my FE-1 examinations and gained international legal experience during my time working with Gadens Lawyers in Melbourne, Australia.**

**Teamwork and diligence are at the core of my work ethic. My attention to detail and methodical, logical approach to work, are skills I have acquired during my legal studies and work experiences to date. I believe that these attributes are well suited to a traineeship with Byrne Wallace.**

***Education***

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| **Leaving Certificate** | The Institute of Education | 505 points |
| **Bachelor Degree in Civil Law** | University College of Dublin | 2:1 Honours Degree |
| **Law Society of Ireland** | Final Examinations (FE-1s) | 8 examinations completed |

***EMPLOYMENT EXPERIENCE***

**Gadens Lawyers, Melbourne- Banking and Finance. Jan 2015 - Present.**

Gadens is a leading Australian legal services provider, recently named "Law Firm of the Year" at the 2014 Australian Banking and Finance Awards. Banking and Finance and Property and Construction are core practice areas. The firm also offers expertise in corporate advisory, workplace relations, commercial and consumer law, dispute resolution and insurance.

**Position:** Law Clerk/Paralegal. Insolvency and Debt Recovery

* Autonomous management of 130 high-risk mortgage delinquency files from commencement of legal action up to repossession of security property and recovery of debt on behalf of Australia and New Zealand Banking Group.
* Negotiating case-by-case resolution arrangements with borrowers on behalf of ANZ and discussing and implementing appropriate payment strategies and arrangements for high-risk, sensitive accounts.
* Preparing extensive reviews of complex files and providing strategy recommendations to ANZ management and borrowers.
* Consistently exceeding my monthly targets for billable work completed. Recording time, rendering invoices, billing.
* Preparing court documents including affidavits, writs and statements of claim, default judgments, warrants of possession, substituted service applications.
* Filing documents with the common law division of the Supreme Court of Victoria.
* Liaising directly with solicitors, executors, trustees of bankrupt estates, court Sheriffs, insurers, conveyancers, the Financial Ombudsman and the Department of Human Services.
* Gaining an understanding of the legal processes surrounding secured collections in all Australian States and territories while ensuring financial regulatory compliance.
* Attending settlements and client meetings.

**Carlton United Breweries, Melbourne, Australia. May 2014 – Dec 2014**

**Position:** Employee Relations Assistant

* This role provided exposure to several areas of employment law and required positive interaction with several departments of the company as well as external third parties.
* Attended hearings and conferences with the Fair Work Commission on a weekly basis. This was instrumental in providing an insight into the legislative requirements for employers in Australia.
* Responsible for efficiently collating employee records and preparing files for court in cases of unfair dismissal and workers compensation for injury claims.
* Liaised with the coordinator of Employee Health and Wellness to ensure employee-training requirements were followed.
* In supporting the legal team and the Head of Employee Relations, I was also responsible for ad hoc duties such as processing invoices, making travel arrangements, organising conferences and meetings, and general email correspondence with insurance companies.

**Bank of Ireland - Group Legal Services and Business Banking, Dublin 4. May 2012 – Dec 2012**

**Position:** Paralegal - Insolvency and Debt Recovery.

* I was assigned to a team of solicitors working primarily in the areas of corporate insolvency and debt recovery.
* As the first point of contact for numerous client files, I was responsible for creating legal documents and precedents, inputting information into various banking systems and preparing instruction letters and documentation for clients.
* Collated and entered large volumes of client data into departmental databases, with a meticulous attention to detail and a strong focus on meeting daily deadlines.
* Provided assistance to the Office Manager and administrative support to the solicitors.
* Undertook client research and compiled team reports and presentations as required.

**Lyons Dermody Solicitors, Dublin 2. Nov 2011 - May 2012**

**Position:** Legal Assistant.

* Supported the Company Partners and Associates in areas of Employment Law, Conveyancing and Commercial Litigation. Attended on barristers in court daily.
* I was responsible for filing with the Company Registration Office and preparing documents for the Registry of Deeds and Wills and Probates Offices.
* I reviewed debenture documents and assisted in the preparation of legal briefs and affidavits.
* Drafted formal letters and organised correspondence with the clientele of the firm.
* Responsible for migration of confidential client data between various company databases.

***SKILLS***

* **Organisational/Time Management Skills –** Punctuality and efficiency; ability to work unsupervised and as a team member; problem solving and demonstrating initiative in busy and challenging circumstances; ability to prioritise competing demands while dealing with highly sensitive case material as demonstrated during my time working with Gadens Lawyers; excellent research skills.
* **Teamwork Skills -** Developed strong teamwork skills during my final year of University. Completed projects, reports and presentations within team structures. I was also assigned to a close-knit team while working on projects in Bank of Ireland Group Legal.
* **Communication Skills –** Strong written and oral communication skills; public speaking improved through college debates and presentations; high level understanding of customer service and an ability to evaluate and appropriately manage client needs; highly developed negotiation skills during my time working with Gadens Lawyers and speaking with borrowers in difficult situations; able to communicate effectively within a professional environment and with customers in difficult or sensitive positions.
* **IT Skills –** Proficient in the use ofMicrosoft Word, Excel, PowerPoint, IAMS, GPS and several legal databases such as Legal Evolve, Westlaw, Lexis/Nexis. Completed online advanced Excel training course. Typing 65 WPM.

***ACTIVITIES & COMMUNITY INVOLVEMENT***

* Currently registered to complete the October 20km half marathon with Gadens Corporate Health and Wellness Team.
* Completed Around the Bay Melbourne 135km cycle with Gadens Corporate Health and Wellness Team.
* Member of Gadens Social Committee, contributing to the firm’s monthly newsletter. Assisted in organising the End of Financial Year event.
* Member of the St Kilda Irish Oztag rugby team.
* Selected to represent my University in competitive debating for several competitions. This included the Oxford and Cambridge Intervarsity Competitions on behalf of the Literary & Historical Society for UCD.
* Committee member for “Law and B&L Day”, UCD Fashion Shows, and UCD Free Legal Aid Service.
* Regularly play golf in Lakeside Golf Club, Albert Park, Melbourne. Competed in several competitions in Tullamore Golf Club, Co. Offaly.

***REFEREES***

* Anne-Marie Dermody, Managing Partner | Lyons Dermody Solicitors | +353 (0) 1 873 3000 info@lyonsdermody.ie
* Marina Fitzpatrick, Manager | Group Legal Services Bank of Ireland | +353 868364743 marina.fitzpatrick@boi.com
* Judy Barnesby, Head of Employee Relations | Carlton United Breweries | (+61) 8626 2910 judy.barnesby@cub.com.au