SophiE Lynch

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# Education

## 2:1 degree in Law and Media Studies| 2017-2020| Dublin City University.

I received a high 2:1 and was ranked 5th in my course.

***First Year Modules****: Constitutional Law, Law of Torts, Advanced Torts, Irish Legal System, Cultural Studies, History and Structure of the Media, Introduction to Communication Studies.*

***Second Year Modules****: Contract Law, European Union Law, Criminal Law, History and Structure of the Media, Media and Power, Film History and Theory, Social Media in Everyday Life, Media Audiences.*

***Third Year Modules:*** *Property Law, Company Law, Law of Equity and Trusts, Family Law, Media Law, Television Drama, Communication, Culture and the Environment, Press and Public Relations.*

***Malahide Community School | 2009-2015***

Leaving Certificate | points 425

# *Legal Experience*

***ByrneWallace LLP***

*Paralegal June 2021 – Present*

Responsibilities include:

* Carrying out legal research
* Creating e-books for court and counsel
* Administrational support for 7 fee earners including billing.
* Lodging booklets and documents in the High Court and Central Office
* Filing
* Drafting legal documents
* Liaising with clients
* Booking appointments and meeting rooms for fee earners.
* Scanning and circulating post for the department.
* Using Microsoft word and Excel
* Assisting solicitors with preparation for current matters
* Drafting letters of engagement, carrying out conflict checks and opening matters for new clients.
* Multi-tasking in a fast paced environment.

## Fieldfisher LLP

*Unpaid Work Experience | November 2020 - Present*

Responsibilities include:

* Filing Affidavits, Notice of Motion etc. in the General Office and Examiners’ Office.
* Making appointments with solicitors to have documents sworn
* Keeping all hard and softcopy files up to date and organized.
* Preparing files for archiving.
* Preparing briefs for Counsel and Court in litigation matters.
* Reviewing and analysing security documents for the preparation of validity reports on the appointment of Receivers.
* Carrying out legal research.
* Managing a hard copy and online case management system including opening new files and running conflict checks when instructed on new matters.
* Using a photocopier and scanning legal documents.
* Sending registered and certified post.

***Maguire McErlean Solicitors***

*Transition Year Work Experience*

* Audio typing of documents, letters and emails.
* Answering telephone queries and dealing with them in a prompt and professional manner.
* Photocopying documents.
* Lodging checks.
* Administering post to each solicitor.
* Placing stationary orders as required.
* Filing and general administrative support to Solicitors.

***Other Experience***

## Inditex Zara Swords

*Cashier | October 2016-January 2021*

* Dealing with customers and building rapport with regulars
* Multi-tasking in a busy environment.
* Working as part of a team.
* Helping customers on the phone.
* Upholding store policy.
* Reaching commission targets
* Opening the cash desk and administering the cash float into each till, checking that everything reconciles to the records from the night before.
* Balancing up in the evening, reconciling the takings for the day, filing documents for the bank and post.
* Delivering online parcels when necessary.

***The Little Flower Penny Dinners***

*Administration | November 2020*

* Helping to manage the social media profiles and fundraising platforms.
* Writing content for the website.
* Keeping the social media sites up to date.
* Posting regularly to encourage donations and bring more attention to the charity.
* Watching regular web design seminars and training videos to ensure the sites are kept looking modern and easy to navigate.

***Allied Home Interiors***

*Sales Assistant | June 2016 - April 2017*

* Collecting cash payments in savings books for clients.
* Making sales to customers.
* Giving cash receipts.
* Placing orders from wholesalers.
* Taking phone messages.

## Siam Thai Malahide

### Waitress | June 2015 - October 2016

* Providing excellent customer service
* Working as part of a team.
* Waitressing, food running, drinks running.
* Assisting with food preparation
* Marketing and promotion of the restaurant and taking bookings.

***References***

* John Quinn, DCU Professor of Law: 017006043
* Mark Woodcock, Partner and Insolvency Practitioner at Fieldfisher LLP: 018280658