

Sumedhaa Saunik

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Trinity College Dublin.

Symbiosis Law School, Pune.

Profile Summary

Area of interest: Litigation and Teaching.

Internships: Primarily litigation internships at various Lower and High Courts.

Extra and Co-Curricular Experience: Public speaking competitions including debates and moots.

Date of Birth: 17th January 1996.

Course Details: BA.LLB (Hons.) 2014-19; LLM (General) 2019-2020.

Languages known: English, Hindi, German (A1 level).

➤ Education

- 2019-2020 Trinity College Dublin – Master’s in law (General) – 2:1 Honors (60%)
- 2014-2019 Symbiosis Law School, Pune (SIU) – BA.LLB (Hons.) – C.G.P.A. 2.9 out of 4.
- Berlin School of Economics and Law – 6 months Exchange Program, 2016.
- 2012 Convent of Jesus and Mary, Mussoorie (CBSE), 85%
- 2010 Notre Dame Academy, Patna (CBSE), 75%

➤ Work Experience

1) September 2019 – Present. Legal Executive.

Coleman Legal, Talbot Street, Dublin 1.

Coleman Legal is a plaintiff litigation firm specializing in personal injury and medical negligence. I have various roles as a Legal Executive within the firm which are detailed below.

- Preparation of Briefs to Counsel, to include pleadings, correspondence, medical reports, medical records, booklet of specials, booklet of loss of earnings and any other information deemed necessary to prepare or trial.

- Experience using digital dictation software.
- Prioritize cases in order of urgency in a time pressured environment.
- Liaising with Clients and with counsel as needed and conducting consultations.
- Opening files on the system and updating clients on file as directed.
- Regularly contact clients to discuss their case and take further instructions if required. Advise and clarify section 150 obligations.
- General Office Administrative and Reception duties.
- Well versed with KeyHouse case management system and other office management tools like Adobe, Outlook, Microsoft Word, Excel, and PowerPoints.
- Stamping, Swearing, and filing all types of Court Documents including PI Summons, Notice of Motion, Affidavit of Service and Ex-Parte Motions.
- Preparation of Various letters, notices and Court Documents as needed.
- Filing, Photocopying, Scanning, Bank lodgments, recording, stamping, and delivering incoming and outgoing posts and taking calls.
- Provision of support for accounts as required.
- Excellent communication and literacy skills and attention to detail.
- Extensive work in preparing and reviewing of various types of legal documents.
- **Expertise in:**
 - **Personal Injury**
 - **Content Moderators**
 - **Workplace Accident**
 - **Road Accident**
 - **Medical Negligence**

➤ **Internships**

1) **Adv. Sarwesh Kumar Singh, Patna. (June 2014, 1 Month)**

- Attended proceedings before High Court of Patna.
- Laws, Labour Laws, Criminal Procedures and Arbitration Laws.
- Prepared various letters and notices as needed.

2) **Adv. Sarwesh Kumar Singh, Patna. (December 2015, 1.5 Months)**

- Attended arbitration sessions and proceedings before the High Court of Patna.
- Conducted research in Property Law, Family Law and Contracts Law.
- Extensive work in preparing and reviewing documents.

3) **National Association of Street Vendors of India – NASVI, New Delhi. (March 2017, 1 Month)**

- Worked alongside the team for research purposes.
- Worked on the field for the NGO.
- Attended and organized rallies nation-wide related to the cause.

4) **Adv. Rajeshwar Prasad, Patna. (June 2017, 1 Month)**

- Attended proceedings before the Patna City Civil Court and Magistrate Court.
- Drafted Contracts and Compliances.
- Extensive research in matters of Property Laws, Contract Laws and Family Law.

5) **Adv. On Record Mr. Tapesh Kumar Singh, New Delhi. (December 2017, 1 Month)**

- Attended arbitration sessions and proceedings before the Supreme Court of Indian in New Delhi.
- Conducted research in matters pertaining to Company Law, Real Estate Laws, and Intellectual Property Laws.
- Preparation of Material documenting due process under various laws.
- Conducted visits as part of the internships.

➤ **Skills**

- KeyHouse Case Management System
- Adobe and Microsoft Office
- Brief Builder
- Content Moderation
- Legal Research
- Time Management
- Attention to Detail.
- Excellent Communication Skills

➤ **Extra and Co-Curricular Activities**

- Selected and went for Summer Semester Exchange Program at Berlin School of Law and Economics, Germany. (2016)
- Participation in Intra Moot Competition.
- Participant of INVICTA, NUJS KOLKATTA.
- Participation in Brother C.J.Borgin National Debate Competition.
- Member of the Disciplinary Committee, Symbiosis Law School. (2014-15)
- Member of the Sports Committee, Symbiosis Law School. (2015-16)