

Tara O' Donoghue (BA LLB LLM)

Address: 10 Landscape Park, Churchtown, Dublin 14, D14W582
Mobile: (085) 1474439
Email: taraodonoghue84@gmail.com

Profile

- One of 35 law graduates awarded the **Law Society of Ireland Scholarship** in July 2017;
- Completed **all 8 FE examinations**, passing 5 examinations in October 2016 and 3 examinations in March 2017;
- Currently employed with **TTM Group** as **Compliance and Policy Assistant** since July 2017;
- Recently employed as **Defence Litigation Legal Assistant** (February 2016-October 2016) and **Commercial Legal Assistant** (October 2016-July 2017) within **Holmes O'Malley Sexton Solicitors**;
- Previous volunteer with **Free Legal Advice Centre** in Limerick as an **Assistant** since May 2017 to July 2017;
- Previously employed with **Frank Buttimer & Company Solicitors** for 5 months within their Criminal Defence unit as a **Legal Assistant** in 2011.

EMPLOYMENT DETAILS

July 2017-Currently TTM Group, Dublin
Compliance and Policy Assistant (Contract)

- Responsible for ensuring excellent client care to all divisions of the Health Service Executive and drafting of high quality precedents and compliance documentation whilst also providing updates, management of expectations and quality service to each client;
- Proof reading all documentation drafted by the division in order to ensure professional tone is maintained;
- Assisting the Training Manager with analysis of how the General Data Protection Regulation 2017 will impact the business as a whole and hosting conferences for clients such as a recent breakfast seminar with key speakers from leading law firms;
- Reporting on a monthly and quarterly basis to the Board of Management in relation to targets, budgets, business development and compliance adherence with key Service Level Agreements prior to audits.

October 2016-July 2017 Holmes O'Malley Sexton Solicitors, Limerick
Commercial Litigation Legal Assistant (Internship)

- Drafting of letters, Motion papers, Affidavits and preparation of briefs for Counsel and experts in relation to Professional Indemnity, Financial Lines, Breach of Contract, Personal Injuries and Defamation matters;
- Attending court client meetings both with and on behalf of the Managing Director and Senior Associate Solicitors; preparation of minutes of monthly departmental meetings, filing documents in Court and creation of detailed Bill of Costs;
- Closely assisting the Knowledge Manager and solicitors with legal research, social media content and formatting articles for both newsletters and client bulletins which were approved directly at partner level;
- Creation of graphs through use of Microsoft Excel in order to provide the Managing Partner and senior Associate Solicitors with the requisite information to analyse client trends and budget requirements.

February 2016-October 2016 Holmes O'Malley Sexton Solicitors, Limerick
Defence Litigation Legal Assistant (Internship)

- Preparation of briefs for Counsel and experts in relation to matters of personal injury, employers liability, public liability and representation for the Motor Insurer's Institute of Ireland (MIBI);
- Drafted of legal documents including Appearances, Motions, Affidavits, Requests for Voluntary Discovery and filing of said documents in Court when required; fully trained in reception duties;
- Carried out legal research on national and international matters including EU law and drafting articles for publication;
- Attended client consultations and High Court with Partners of the Firm; arrangement of and attendance at Engineer inspections for the purpose of drafting detailed Attendance notes and attendance on Counsel in court.

August 2013-January 2016 TTM Group, Ennis
International Recruitment Consultant (Permanent)

- Developed excellent client care and relationship skills during interactions with high profile HSE and NHS clients in a professional and efficient manner as well as the creation of professional e-newsletters containing education updates and compliance guidelines on a monthly basis;
- Created compliance documents which were outlined to all clients through circulation of specific compliance documents tailored to various clients in the HSE and NHS;
- Demonstrated excellent teamwork skills through co-ordination and hosting of numerous national and international events for the purpose of promotion of life science clients;
- Showed high level of responsibility through tracking departmental budgets and projected profits on a monthly and quarterly basis as well as organising and attending a variety of international conference and seminars.

September 2011- July 2013 **Travel** overseas and **miscellaneous** employment

April 2011- August 2011 Frank Buttimer & Company Solicitors, Cork
Criminal Defence Legal Assistant (Summer Contract)

- Following two weeks of work experience in this office I was offered paid Summer contract employment;
- Administrative duties including photocopying of briefs and correspondence, filing correspondence, franking post and miscellaneous duties where required;
- Attending District Court on a weekly basis with solicitors and also the Circuit Criminal Court;
- Fully trained in reception duties including diary management and redirection of phone calls, which required direct communication with clients in relation to sensitive and confidential information.

August 2008-March 2011 Brown Thomas, Limerick/Dublin as **Sales Assistant** (Part time and full time hours)
July 2005-August 2008 Dromoland Castle, Clare as **Senior Cocktail Bartender/Receptionist** (Part time)
September 1998-June 2005 Rachel's Beauty Clinique, Clare as **Receptionist** (Part time)

EDUCATION

- **FE1 Examinations** 5 examinations passed in October 2016 and 3 examinations passed in March 2017
- **LLM (Master of Laws)** University College Cork in 2010 with Hons. 2.1
- **LLB (Bachelor of Laws)** National University of Ireland, Galway in 2008 with Hons 2.2
- **BA (Bachelor of Arts) Legal Science/Geography** National University of Ireland, Galway in 2007 with Hons 2.1
- **Leaving Certificate** St. Joseph's Secondary School, Tulla, County Clare in 2002

SKILLS INTERESTS AND ACHIEVEMENTS

- Excellent **IT skills** particularly in Advanced Microsoft Excel, Excel and Outlook, typing of 75 WPM and extensive experience in creation of legal and client newsletters in current and former employment through MailChimp;
- Proven **organisational** skills as evidenced through prioritisation of work with over 50 high profile clients in my current role and work carried out for 8 solicitors whom I reported to within previous role;
- Demonstration of **teamwork and communication skills** as evidenced by my nomination as Chairperson of Sports and Social Committee and member of the Corporate Social Responsibility team;
- Extensive experience in **client care** since 2013 as evidenced by my current role as sole point of contact with the HSE in my department and drafting of compliance and precedence letters and documents;
- Active **volunteer** with Free Legal Advice Centres and rapporteur with the Association for Criminal Justice Research and Development (ACJRD) for annual publications;
- Keen interest in **sport** such as tennis, tag rugby, watersports, TRX and participation in 10k races;
- Full clean **driving licence** since 2008.

REFERENCES

Details of **referees** plus **recent written references** are available on request.