

Yaohan Chen

+353 083 064 7139 |

chenyaohan1998@gmail.com |

Longboat Quay, Dublin2

Personal Summary

- Self-driven legal practitioner (both in Chinese and Irish legal system)
- Strong communication, research and written skills
- FE1 Passed
- Proficiency in Chinese and English
- Having long stable work permit in Ireland
- High-value team worker

Work Experience

March 2024 – Present: **Paralegal**, Dentons Ireland LLP

- **Case Management:** Efficiently managed case documentation, ensuring the seamless progression of cases while maintaining timely communication with clients, counsel, and the courts.
- **Document Drafting:** Drafted high-quality legal documents, receiving consistently positive feedback from associates. Demonstrated ability to produce precise and clear documentation, contributing to the successful advancement of cases.
- **Court Preparation:** Provided essential support to associates in court preparation, including filing services, lodging documents, and assembling bundles and books for hearings. Possesses a strong familiarity with the Superior Courts Rules (SCR) and workflows in commercial and defamation litigation.
- **Legal Research and Insight Briefing:** Conducted comprehensive research across multiple legal fields, including civil, commercial, sustainability, and new technology regulations, ensuring the team is well-informed and strategically positioned. Assisted the team in drafting several insight briefings, contributing to thought leadership and the firm's reputation for expertise in the litigation and dispute resolution sector.
- **Team Collaboration:** Worked closely with a diverse team of associates, paralegals, and administrative staff to ensure the seamless operation of the legal practice. Actively participated in team meetings, discussing case strategies and sharing insights to foster a collaborative and supportive work environment.

October 2023 – February 2024: **Interpreter**, Context

- Provided high-quality, reliable, accurate and prompt interpreting services to the public sector (Hospitals, Courts, An Garda Síochána, Social Work and Refugee organizations);
- Maintained strict patient confidentiality by adhering to professional and employer ethical codes;
- Offered compassionate language support to individuals in distress, employing the power of their primary language to alleviate anxiety and enhance understanding

June 2023 – March 2024: **Sales assistant**, Triode Newhill Management Services Ltd

- Effectively managed and resolved any discrepancies or errors in the cash register, ensuring accurate financial transactions;
- Provided appropriate customer service, promptly addressing inquiries and concerns for high customer satisfaction;
- Cooperated with teammates, demonstrated flexibility and adaptability to contribute effectively to team projects and tasks;
- Handled various emergencies, implementing emergency response procedures to address a range of potential scenarios, ensuring a safe and secure environment for customers and colleagues

Education

September 2022 – November 2023: **MSc Finance and Law**, Trinity College Dublin

- Commercial law direction (Financial Service Law, Mergers and Acquisitions, Taxation Law)
- Grade: 65%

September 2019 - January 2021: **Master of Laws (General)**, University of Limerick

- Award: Second Class Honours, Grade I
- EU Law and Human Rights direction

September 2015 - June 2019: **LLB**, Tianjin Foreign Studies University

- Participate in the University of Limerick 3+1+1 project, participated in several basic law courses in UL (Criminal Law, Contract Law, Tort Law, Equity, etc.)

Volunteer Experience

June 2023 – August 2023: **Trinity College English Conversation Classes volunteer**, Trinity College Dublin

- Assisted refugees and international students in enhancing their spoken English skills by organizing and facilitating conversation classes, focusing on real-life scenarios and academic discussions;
- Collaborated with a team of educators to identify students' strengths and weaknesses, tailor teaching methods, and ensure a comprehensive learning experience;
- Offered constructive feedback after each session, helping students recognize areas for improvement and providing techniques for effective communication.

June 2017 - August 2017: **Hospital Volunteer**, Tianjin Medical University Cancer Institute & Hospital, Tianjin

- Assisted doctors to query and process patient information;
- Communicated and reassured with anxious patients;
- Lead way for patients.