**Caroline Catherine O’Shea**

Phone: 0876068339

Email: carolineose29@gmail.com

**Education:**

2016 - 2017 **The Honourable Society of the Kings Inns.**

* Diploma in Public Procurement Law

2013 - 2016  **National University of Ireland, Galway**

* Bachelors of Civil Law

2015 **American Washington University, School of Law**

* Certificate in International Trade Law and Intellectual Property Law

2012 - 2013 **University College Dublin**

* Politics and International Relations, History, Spanish and Chinese

2011 - 2012 **The Institute of Education**

* Leaving Certificate

**Work Experience**:

04/2018 – Present  **Brightflag**

*Legal Data Analyst*

* Processing and reviewing legal invoices to extract data in order to manage and educate our A.I system with the final goal of improving the spend management system we provide to our customers.
* Legal research to help improve the efficiency of the A.I and data extraction.

11/2017 – 04/2018 **Kenny Boyd & Co Solicitors**

*Legal Assistant*

* Office/Administrative Duties
* Scheduling of Title & Security Documents
* Drafting of Documents such as Family Home Protection Acts, Contracts, Enduring Power of Attorney, Wills etc.
* Liaising with clients and solicitors in relation to cases and deeds.
* Assisting the Principal with various legal tasks
* Aiding with closings
* Drafting Invoices, Apportionment/Distribution Accounts

04/2017- 06/2017 **Ivor Fitzpatrick & Co Solicitors**

*Banking and Conveyance Intern*

* Scheduling Title & Security Documents
* Invoicing and drafting Bill of Costs and Completion Statements.
* Liaising with clients and solicitors in relation to cases and deeds.
* Deed collection
* General office/administrative duties
* Assisting the solicitors and partners with various tasks

06/2016 – 10/2016 **House of the Oireachtas, Leinster House**

*Parliamentary Assistant*

* Independent political/legal research
* Writing speeches
* Sitting in on parliamentary hearings
* General office/administrative duties

01/2016 – 5/2016 **Threshold**

*Legal Data Analyst*

* Creating a legal database of the irregular cases in Tenancy/Landlord issues that arise in the PRTB

09/2014 - 05/2016 **Enactus Society NUI Galway**

*Public Relations Officer*

* Recording meetings, events, projects and training days
* Managing the social media accounts to advertise the society and its social entrepreneurship projects

10/2015 - Present  **Enactus Ireland**

*World Cup Social Ambassador & Alumni Board Member*

* As an in-country Social Ambassador my role was to use social media to create hype around the world competition being held in Johannesburg, South Africa 2015.
* My role as an Alumni Board Member allows current students, working on their social entrepreneurship projects for the national competition, to contact me for advice on my special skills, i.e social media advertising, event organisation etc.

09/2015 – 05/2016 **Literary and Debating Society NUI Galway**

*Social Secretary*

* Organise and run weekly social events
* Organise accommodation, travel and dinner for guest speakers
* Assisted in running of national competitions, the Irish National Law Debates and Maidens Competition

09/2014 – 05/2013 **Amnesty International Society NUI Galway**

*Public Relations Officer & Student Representative*

* Social media and on campus advertising to promote the society
* Liaise with the Headquarters frequently on how to improve the society performance
* Set up, organised, presented at and ran an event in college during International Womans' Week.

2008 **The Four Courts, Dublin**

*Shadow*

* Shadowing Judge Patricia Ryan for a month during my transition year work experience
* Sitting in on cases and examining legal documents
* General office work

**Additional Information**:

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| --- | --- |
| **Native** | English |
| **Intermediate** | Irish and Spanish |
| **Beginners** | Mandarin Chinese and French |

**Languages**

**Interests and Achievements**

Classically trained grade 8 violinist and singer; Honorary life member of the Literary & Debating Society, NuiGalway; Achieved two Alive Certificates for my volunteer work with Ability West Ireland and many more societies; Volunteer/fundraiser with Concern and Aware Ireland. Volunteer with local political party.

**References on request**