

Chloe Mc Loone

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CAREER OBJECTIVE

A committed, high performing and determined 3rd year Law (BCL) student in NUI Galway currently on placement in a legal firm. Excellent communication skills as a receptionist and handling hundreds of guests and organising documentation. Also works under time constraints as a legal placement student with an ability to prioritise to ensure all deadlines are met. Passionate about law with strong research skills and ability to learn quickly.

EDUCATION

2019-Present Bachelor of Law (BCL), NUI Galway, Galway

2nd Year Modules:

Labour Law (76.5%), Mooting (79%), EU Law (72.5%), Company Law (71.5%), Evidence Law (69%), Criminal Law (67.5%) and Administrative Law (66%).

Overall Result: 1:1 (71.7%)

1st Year Modules:

Tort Law (67%), Constitutional Law (71%), Contract Law (72%), Family Law (68%), Critical Thinking (74%) and Understanding the Law (75%).

Overall Result: 1:1 (71.16%)

2014-2019 Leaving Certificate, St. Columba's Comprehensive, Donegal (544 points)

Biology (H1), Geography (H1), French (H2), Chemistry (H2), English (H3), Irish (H3) and Maths (H4).

WORK EXPERIENCE

2021-Present Law Placement Student, Alastair Purdy & Co, Galway

- Compile and prepare case briefs to include only the relevant information for Legal Counsel.
- Create legal precedence formats for policy areas in employment contracts.
- Record attendances of meetings in an efficient and succinct manner while also communicating with clients and colleagues in face-to-face meetings and online Teams meetings.
- Conduct legal research on a wide range of topics using the legal databases and navigating the inhouse system (Keyhouse) to effectively answer clients' concerns and create legal arguments.
- Create and review Workplace Relations Commission submissions, Settlement Agreements and correspondences to ensure they are persuasive, correct and have the appropriate appendices.

2014-Present Housekeeper and receptionist, Marguerite's B&B, Donegal

- Ensure high levels of customer care and service for hundreds of guests by immediately accommodating their requests in a professional and friendly manner.
- Transition seamlessly to roles as required in a busy family run business by controlling the overall cleanliness of the six guest rooms and common areas while monitoring incoming messages.
- Process currency and card transactions quickly and accurately.
- Improve online booking to maximise business and increase links with two travel companies and walking tours such as Footfalls Walking Holidays.
- Build loyal clientele through friendly interactions and consistent appreciation.

2020-2021 CÉIM Leader at NUIG (voluntary)

- Plan and facilitate weekly sessions as a team with two other leaders that promote the students' academic success in the Law course.

- Create and organise activities for the sessions that support the first-year students' smooth transition to third level education through peer learning.
- Communicate, supervise and engage effectively with the students in the sessions and provide support through daily online correspondence by WhatsApp.
- Chair weekly debrief meetings in teams and impose the set agenda to review the previous sessions.
- Document, organise and publish meeting minutes online for reference.

SKILLS PROFILE

Leadership Proven ability to lead others through chairing of CÉIM debrief meetings and delegating academic tasks to the first year CÉIM students to further their peer learning.

Communication Excellent written and oral communication skills developed through college essays and presentations including a class winning LEGO 'Reforming the Irish Legal System' group presentation. Further advanced through working in the B&B and law firm, which requires the ability to efficiently deal with a broad range of clientele.

Teamwork Developed the ability to work as part of a team through role as a CÉIM leader creating material and organising sessions with fellow leaders. Further developed by group projects and presentations throughout my degree.

IT Skills Highly experienced using Microsoft Word, PowerPoint and Excel throughout college assignments and presentations. Highly experienced using Bundledocs and legal inhouse systems such as Keyhouse. Proficient using legal databases including Westlaw, Justis and IRLII.

Attentive Excellent ability to work under pressure while maintaining a high level of detail gained in the B&B ensuring customer needs are met in a timely manner while meeting deadlines. Further advanced through prioritising workload during legal placement to ensure all deadlines are met.

ACHIEVEMENTS

- Received CÉIM Collaborative Learner Digital Badge in 2020 for active participation in CÉIM as a first-year student.
- Awarded best group presentation for LEGO 'Reforming the Irish Legal System' project in first-year Understanding the Law module.
- Placed second in the female category of the Charles McGuinness 10km Road Race in 2020.
- Awarded Best Junior Certificate 2017 Award in secondary school.

HOBBIES/INTERESTS

Societies Active member in NUIG Law Society and the Free Legal Aid Society. Regularly attend talks and skills sessions.

Running Regularly run 10km with the Glenties Running Club which has an enjoyable comradery.

Travelling Enjoy visiting new places and learning new cultures, have travelled to the USA, France, Spain, Portugal and the UK. Conversational Irish and French enhanced by trips to Gaeltacht regions in Donegal and France.

Community Actively engaged in the local community including organising and participating in monthly bake sales. Also, volunteer to read at a local church in front of a large congregation.

REFERENCES AVAILABLE UPON REQUEST

