

# TARA COLLINS

Dublin | 087 385 3925 | taracollins12@gmail.com

## LEGAL WORK EXPERIENCE

---

### Legal Intern

**BHSM Solicitors: September 2022 – May 2023**

*Medium sized corporate law firm*

- Drafted and prepared legal documents such as Statutory Declarations of Service, Affidavits of Service and Memorandums of Appearance, which required strong attention to detail to ensure accuracy.
- Combined and organised briefs and booklets which required a high level of precision and enhanced my ability to present complex information in a concise and structured manner.
- Client facing responsibilities which included attending a dinner with one of the firm's largest client's, frequently covering reception, front of house duties and corresponding with clients through email and phone in a professional manner to assist with any queries.
- Collaborated closely with legal executives and solicitors on various projects which developed my communication and teamworking skills by learning how to share insights, coordinate efforts, and leverage the diverse strengths of each team member.
- Played an integral role in the litigation team's filing system by efficiently closing and opening files and completing conflict checks within the firm, which contributed to the overall organisation of the litigation department by ensuring that critical documents were readily accessible and efficiently managed, highlighting my organisational skills.
- Attended the Four Courts weekly and provided detailed reports for solicitors on their matter's outcomes which demonstrates my reliability and trustworthiness.

## NON LEGAL WORK EXPERIENCE

---

### Sales Assistant

**Carraig Donn: November 2020 – Present**

*Premium retailer of fashion, jewellery and giftware products*

- Responsible for training new employees on company policies which developed my leadership skills by leading by example, demonstrating best practices, and providing insights gained from my own experiences, and developed my communication skills by learning to adapt my communication style to different learning needs, which helps to foster an inclusive and collaborative workplace.
- Developed strong customer service skills by engaging in meaningful conversations with customers, which is essential for building relationships with clients.
- Demonstrated accuracy and speed when handling cash transitions, credit transactions, and returns.

### Camp Counsellor

**Camp Saginaw: June 2023 – August 2023**

*Co-ed children's overnight summer camp in Pennsylvania, United States*

- Coordinated the daily routine and activities of 12 young girls and helped them develop personal and physical skills which required strong leadership skills.
- Selected as the Junior Girls Captain out of 30 other counsellors to oversee a camp wide sports and activities competition.
- Developed problem solving and conflict resolution skills through practising my active listening skills and helping campers live together and creating solutions for any camper conflicts.
- Developed my teamworking skills by collaborating with other counsellors to create and implement fun group activities for campers.
- Awarded Counsellor of the Week in recognition of my hard work which highlights my ability to succeed by learning quickly and adapting to new environment.

### Waitress/Barista

**Castleknock Tennis Club: June 2019 – September 2019**

*Café and Restaurant*

- Accurately took customers' orders in a fast paced environment and completed them in a time effective manner.

### **Sales Assistant**

**Debenhams: June 2018 – September 2018**

*Large department store*

- Served customers both on the shop floor and at checkout, and developed my communication skills by helping them with recommendations, and took the initiative to find extra tasks when scheduled duties were completed.

### **Sales Assistant**

**Pennys: December 2017 – January 2018**

*High footfall clothing store*

- Helped customers to locate products, and ensured daily stock replenishment procedures were carried out, and processed deliveries efficiently and in a timely manner.

## **EDUCATION**

---

**Dublin City University - September 2020 – May 2024**

BCL Law and Society

- First Year:
  - Result: 1:1
  - Class Ranking: 10
- Second Year:
  - Result: 2:1
  - Class Ranking: 10
- Third year:
  - Placement year N/A
- Leaving Certificate: 507 points

## **EXTRA-CURRICULAR AND VOLUNTEERING**

---

**DCU Peer Mentor September 2023 - Present**

- Advising and supporting a group of 10 first year students in their transition into university life and promoting student well-being by creating a supportive and inclusive environment.

**Legal Editor DCU Law and Politics Journal April 2023 - Present**

- Reviewed and edited student submitted essays and researched topics.
- Collaborated with other legal editors in weekly meetings to assess progress with the journal and discuss submissions.

**Adoptions Coordinator at CDPA - November 2022 – May 2023**

- Coordinated and managed adoption applications and completed virtual interviews with potential adopters.

**DCU Career Mentorship Programme - 2022**

- Participated in a year long career mentorship programme which helped developed my communication, interpersonal relationship skills and active listening skills.

**FLAC DCU 2021**

- Completed legal advice training sessions and participated in a free legal advice clinic in DCU.