**Curriculum Vitae**

**Aileen McCormack, B. Corp Int., LLM**

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**Work Experience**

**Legal Secretary:** Sherlock & Company Solicitors, 9-10, Main Street, Clondalkin, Dublin 22 **Nov’15-Present**

* **Practice areas and Responsibilities** 
  + **Probate**

Preparation of CA24, Lodging application for Grant of probate with Probate office, Correspondence with beneficiaries of estate, Preparation of distribution accounts, Correspondence with relevant financial institutions in relation to the estate

* + **Conveyancing** – Assisting in the handling of Conveyancing files from start to finish including drafting and typing of relevant documents. Receiving sales advice note, Drafting of Section 68 estimate, Drafting contracts for sale including special conditions, Preparation of Objections and Requisitions on Title, Correspondence with lending institution in relation to confirmation of mortgage and drawdown of loan cheque for mortgage purchases, Scheduling Title Docs , Stamping Deed of Transfer, Registering of property and owners with Land Registration Authority
  + **Personal Injuries** – Issuing contract of service to clients, Obtaining medical reports for clients, Submission of application to the Personal Injuries Assessment Board, Preparation of Brief for counsel with the view to preparing a Personal Injuries Summons, Scheduling engineers’ inspections, arranging inspection facilities with defendant, obtaining engineers reports, preparing Replies to Notice for Particulars. Preparation of Bill or costs
  + **Medical** **Negligence**- Obtaining and preparing medical records for assessment by medical experts, Correspondence with relevant medical institutions, Preparing Brief for Counsel with a view to issuing proceedings.
  + **Family** **Law** – Preparation of Affidavit of Means, Drafting of Civil bill for divorce proceedings, preparation of Brief for counsel, coordination of appointments for settlement talks between parties.

**Client Retention Advisor:** Shaw Academy, 38 Lower Leeson Street, Dublin 2 **Sept ‘15- Nov’15**

* Warm calling pre-existing clients and developing new business rapport
* Building relationships with individual clients via email & over the phone to grow new business
* Managing incoming enquiries and supporting clients throughout their education
* Expected to meet specific daily and weekly KPIs

**Retention Agent:** HCL of behalf of Eircom, Telephone House, Dublin 1 **July ‘14- Aug ‘15**

* Target driven environment with a responsibility to meet weekly and monthly retention and sales targets.
* Weekly retention target of 55%.
* Receive on average 27 calls per every four hour shift.
* Responsibility to deal with customer complaints in an efficient manner while adhering to high quality customer care standards.
* Call Quality target of 80%
* Co-ordinate appointments for customers between different departments.

**Restaurant Manager:** Chill Restaurant, Maynooth, Kildare **Sept ‘13- May ‘14**

* First point of contact for all customers.
* Responsible for the coordination of a team of fifteen staff.
* Provided administrative back up to Operations director.
* Head of recruitment and training.
* Developed excellent organisational and time management skills.
* High level of responsibility with regards to deadlines, organisation and customer management.

**Waitress:** Harvey’s Garden Bar, Maynooth, Kildare **July ‘09- Feb ‘13**

* Gainfully employed while at college and during vacation periods.
* Responsibilities included , taking food and drink orders from customers, collecting payments , replenishing stock, recognising customer intoxication and alerting the relevant staff members and induction of new staff members.
* Developed strong leadership skills and the ability to work on own initiative.

**Office Administrator:** Tougher Oil Ltd, Naas, Kildare **May ‘08-Aug** **‘08**

* Worked as part of a close knit team to meet deadlines.
* Responsibility to co-ordinate the delivery of home heating oil orders between both customers and delivery personnel.
* In putting order into the excel system.

Issued DCI fuel cards and set up new customer accounts in a diligent and expeditors manner

**Education**

**2016-Present**

**FE1 Examinations (%)**

Contract Law 50

Constitutional Law 50

Criminal Law 50

**2014-2015 University College Dublin**

**Masters in Criminology & Criminal Justice (LLM) – Second Class Honours**

**LLM**

Punishment Prisons & Public Policy C+

Advanced Criminological Theory C+

Victims B

Desistence, Rehabilitation & Reintegration D

Crime & Punishment B

Crime & Social Control B

Criminology & Criminal Justice B

**2009-2014 National University of Ireland Galway**

**Bachelor of Corporate Law International (B.Corp Int.) – Second Class Honours**

**Final Year B. Corp (%)**

Labour Law 57

Labour Law II 60

Business & Legal Ethics 70

Employment Relations 62

Cross Cultural Mgt 65

Legal German 62 IT Law 77

Moot Court 72

Environmental Law II 67

Global Marketing 56

Buyer Behaviour Analysis 78

**Second Year B. Corp (%) First Year B. Corp (%)**

Commercial Law 40 Accounting 40

Company Law I 42 Economics 53

Company Law II 40 Legal Methods & Research 54

Constitutional Law I 57 Contract Law 44

Constitutional Law II 62 Irish Legal Systems 56

European Union Law I 46 Tort Law 40

European Union Law II 47 Legal German 47

Mgt of Org Change 62

Management 65

Legal German 43

**2011-2012 Erasmus – Georg August Universität Göttingen, Germany**

I am familiar with the German legal system, this knowledge has been developed through my studies abroad. I Obtained 66 ECTS with a requirement of 40 ECTS. Studied a combination of both legal and language courses.

**2003-2009** **Maynooth Post Primary, Moyglare Road, Maynooth, Co. Kildare**

Leaving Certificate - 410 points

Irish (Honours) C2 Chemistry (Ordinary) A1

English (Honours) B3 Biology (Honours) B3

Maths (Ordinary) D1 Business Studies (Honours) B3

German (Honours) C2

**Achievements**

**Committee Member:** NUIG Law Society Social **Sept‘13-May‘14**

* Tasked with organising regular student social events including guest speakers and charity fundraising activities
* Responsibilities included negotiating and securing sponsorship for events and creating successful publicity campaigns within agreed budgets.

**Class Representative:** Final Year Corporate Law class **Sept ‘13-May ‘14**

* Elected by my class to represent them in student staff meetings
* Responsibilities included arranging regular meetings with students to discuss and assist with any issues arising

**Volunteer:** Disability Legal Information Clinic, National University of Ireland Galway **Sept ‘12-June ‘13**

* Work involved training sessions along with research and the provision of information and advice for clients
* Developed excellent communication and interpersonal skills. Built and maintained successful relationships.

**Gaisce Presidents Award**

* Awarded Bronze
* Programme undertaken as part of transition year which included volunteering in different fields and completing a detailed analysis

**Interests & Skills**

**Interests** Music, Irish Dance, Gaelic Football, Running

**Languages** Fluent in conversational German

**IT Skills** Excellent knowledge of Microsoft Word, Outlook, Excel, Access, PowerPoint and Sales Force