

ALICE SYMINGTON

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EDUCATION

- Trinity College Dublin** 2017-2021
History B.A. | First Class Honours (75%) | Gold Medallist
- University of California Santa Barbara, USA** 2019-2020
Scholarship Exchange | First Class Honours (75%) | Deans Honours List
- Bandon Grammar School, Cork** 2012-2017
541 Leaving Certificate Points | History H1; Biology H1; English H2; Irish H2; Music H2; French H3 |
Student of the Year 2017
- FE1s** 2021-2022
Equity (65%); Company (59%); Property (59%); Contract (58%); Constitutional (55%)

LEGAL EXPERIENCE

- Philip Lee LLP, Dublin** May-August 2022
Summer Intern, Commercial Litigation
- Conducted legal research. Of note, investigating and drafting a memo setting out the law in regard to creating a charge over a share
 - Performing administrative tasks such as preparing folders for court using software such as TrialView; filing documents with the Central Office; responsible for booking and maintaining consultations rooms at court for the client and counsel's use throughout the 5 week trial
 - Attended High Court and provided assistance where necessary
 - Other daily tasks issuing letters and documents by registered post; organising couriers; proofreading documents for errors scanning, printing and uploading documents to the relevant matter; note taking at meetings; and running errands to the Distillery Building
 - Member of the Green Committee. Responsible for drafting emails to issue firm-wide on a bi-monthly basis. Researched and drafted a memo on Ireland's Green legislative regime to be used as a guide for internal reference
- Gartlan Furey, Dublin** August 2020-May 2022
Intern, Private Client
- Responsible for drafting EPA's; Wills; and letters; issuing documents and saving them to onto matter
 - Drafting and issuing s150 letters
 - Responsible for drafting Notices and issuing to the respective party within the statutory timeframe
 - Taking clear, concise, attendance notes at meetings and uploading to particular matter
 - Assisting in discharging mortgages
 - Verified AML documentation provided by clients; researched identity and companies with Search4Less
 - Other tasks included liaising with clients to clarify queries, to organise meetings with the Partner, or to provide any requested copy documents; scanning; printing; organising couriers; maintaining case files digitally and physically
- Kiely Solicitors, Liberty Street, Cork** July 2020
Legal Intern, Commercial
- Conducted research to facilitate case preparation which involved handling sensitive and confidential documents and adhering to strict deadlines. Performed legal research tasks. Researching companies including its shareholders, the business it carries out, the legal filings it has made
 - Providing administrative assistance including organising files digitally and physically. Drafted emails for clients, answered calls, and took minutes
 - Shadowed Partner to develop my knowledge and understanding of specific corporate advisory areas of practice
- DP Energy, Buttrvant, Cork** August 2019
Legal Intern, Construction
- Shadowed Head of Legal gaining insight into areas of Corporate, Construction and Contract law
 - Proofread and fact checked documents to ensure company details were accurate; addresses were complete and correct; and that footnotes, square brackets, or place holders were not in the final versions of the document.
 - Managed virtual data room for potential joint venture project. Ensured all documents were correctly uploaded to the data room complete to ensure that there was no missing pages, signature pages were attached and where the agreement had been signed in counterparts and that all signed counterparts were uploaded

OTHER EXPERIENCES

- The Brilliant Breakfast, The Princes Trust Charity, London** (remote) Summers – 2021 & 2022
- Social Marketing intern for a charity organisation that raises funds for disadvantaged women in the U.K.

- Liaising with high-profile clients such as Waitrose, The White Company and Annoushka Jewellery, enhancing communication skills, organisational skills, business acumen and professionalism
- Responsible for reaching out to businesses and influencers to build partnerships and collaborations
- Organising content distribution to ensure maximum growth projection for the brand
- Tracking, imputing, and analysing data for our social channels to quantify engagement and use of effective advertisement funds
- Conduct research tasks such as competitor analysis reports
- Despite COVID-19 restrictions last year, demonstrated creativity and problem-solving skills by reimagining planned events to virtual competitions and online events to ensure maximum funds were raised

Wilde & CO Café, Clonakilty

Summer 2019

Monto's Steak House, Camden Street, Dublin

2018-2019

The Exchequer, D2

2017-2018

Server

- Demonstrated my ability to multitask in fast-paced environments while being a supportive team member and providing friendly, efficient, and attentive customer service

Charitable/Volunteer Work

Participant

- Calcutta Run, 5k *2022*
- Currently training for Sandymount Night Run 25th October, 10k *2022*
- Volunteer at Food Not Bombs, food drive, Isla Vista *2020*
- Darkness into Light, Cork *2019*
- Rely team Women's marathon, Cork *2015*

The University Times, Trinity College Dublin

2020-2021

Deputy Editor Societies

- Attending events; writing articles; identifying strong pitches; co-hosting weekly meetings; teamwork with a staff of over fifty; copy-editing

Caledonian Society, Trinity College Dublin

2020-2021

Public Relations Officer

- Oversaw society's social media and events
- Organized and coordinated collaborations with other societies
- Ordinary Member since 2017

The Nexus and The Bottom Line, UCSB

2019-2020

Contributing writer

- Reported on local events; wrote opinion piece articles; and attended weekly pitch meetings with peers

ACHIEVEMENTS AND AWARDS

- Received a Gold Medal by the Board of Trinity College. Gold Medals are awarded to candidates of the First Class who have shown exceptional merit at degree examinations in honours courses. Criteria includes attaining an overall average upwards of 73% and Firsts in all final year modules – 2021
- Achieved highest grade in year for History dissertation, of 78% (80% maximum possible grade) "All the Glamour that Becks and Bedevils everything the Public buys" Glamorous aspirations, advertising, and aspirations in 1950s Ireland – 2021
- Mergers & Acquisitions virtual experience program, Latham & Watkins – 2021
- Dean's Honours List for outstanding academic excellence for two semesters, University California Santa Barbara – 2020
- *Political works published*
 - "State-instituted Sexual Violence", Women in Northern Ireland Prisons 1980-1986, (*UCSB History Journal*)
 - Biographical Sketch of an 'unrecorded' American Suffragist (*Online Biographical Dictionary of the Women Suffrage*) ([Biographical Sketch of Annie R. Wood | Alexander Street Documents](#))
- Bandon Grammar School Student of the Year, based on academic excellence and extra-curricular dedication to the school – 2017
- Royal Irish Academy of Music, Grade V Classical Guitar – 2016
- National Eventing Champion (Pony Club, Intermediate Level) – 2016
- Choral Awards, Bandon Grammar School – 2015-2017
- Pony Club Irish Tetrathlon (four disciplines where competitors run, swim, shoot, and ride cross-country) – as part of a team of 3 with the Carbery Hunt branch, won the cross-country element of the national event (over 200 competitors) and placed 7th overall – 2015
- Cork Cross Country team – 2014 to 2016