Anna Hollywood

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# Education

# National University of Ireland, Galway (NUIG) 2014-2018

# Bachelor of Civil Law (International): 2.1

Final Year: **Overall examination results 69% (2:1)**

**University of Ottawa, Canada 2016/17**

**International Year**

I was privileged to be selected for the International Study Abroad Programme in my third year. I passed this year and therefore graduated with an International law degree.

**Assumption Grammar School, Ballynahinch 2007-2014** A-Levels: AAA

I obtained an award for achieving in excess of 5 A grades at GCSE level. I was awarded the Gold Fáínne, Irish fluency award and appointed as ambassador of the Irish language in my secondary school. I also was recognised for being in the top 10% of secondary school A-Level results.

# Work Experience

**Legal Operations Analyst** Axiom Law, Centre of Excellence

*October 2018 – January 2019*

As a Contract Analyst I am trained in negotiation, client management, contract drafting, data extraction and client reporting. Axiom is a global provider of technology - enabled legal solutions enhancing necessary skills for a technology based legal career. I deal with confidential information and high value commercial contracts and have demonstrated adaptability to the changing legal landscape of GDPR and Brexit related issues. I have gained insight into an innovative new approach to dealing with global commercial contracts and the importance of prioritisation, high standards and due diligence in my work.

**Legal Intern** HHD Solicitors

*September 2018 – October 2018*

I completed an Internship Programme with HHD Solicitors. I assisted in updating the firm’s case management system and medical negligence database, carrying out detailed research for colleagues, preparing notes and ling documents. I worked alongside a department Partner in preparing notes and research for a meeting with client and counsel. I shadowed the partner in fee earner meetings, witnessing the use of the case management system from a business perspective and learning the importance of social media and marketing. This experience deepened and confirmed my ambition to pursue a career in a fast-paced corporate environment

**Server/Hostess** Myron Mixons Smokeshow Barbeque, Chicago USA

*June 2017-August 2017*

I worked for three months in a well-established restaurant. This experience developed my inter-personal skills which are crucial for a career in Law, requiring a strong ability to communicate with a diverse range of people. I was expected to deliver a high standard of customer service, understand the menus in detail and deliver a high quality, professional, and efficient service in a stressful environment. I negotiated the conflicting demands of management and chefs in order to satisfy customer needs. These transferable skills are critical to a career in law, where client service and collegiality are highly valued. My experience in the American hospitality industry has benefited me in my work as both a Legal Intern and a Contract Analyst.

**Server/Hostess/Bartender** Leona’s Italian Bar and Restaurant, Chicago America.

*June 2017- August 2017*

During the summer of 2017 I worked in an Italian restaurant in Chicago. I was able to quickly demonstrate to my employers a strong work ethic and the motivation to succeed in the tasks and challenges presented by the hospitality industry. I am proud of the fact that my employer had such confidence in my abilities that I was asked to undertake responsibility for the training of new staff. I was able to rise to the challenge of these new responsibilities and to utilise skills gained from previous sports coaching experience to breakdown the key elements of the job into simple, easily understood instructions and tasks and to support the trainees in acquiring the necessary skills for the job.

# Volunteer Sports Coach Bredagh GAC

# *2014 - Present*

I implement my training and understanding of procedures and policy to defuse difficult situations and to appropriately source the help of lead coaches, peers and the professional officers within the organisation in order to successfully address issues. Working together as a team to maximise everyone’s contribution alongside strict adherence to policies and procedures can promote a successful organisation. I believe this experience is relevant to a career in Law, in that all organisations are comprised of large groups of individuals but many issues are too sensitive, complex and difficult for one person to handle. The skills of collaborative working, which I have learned through this voluntary work experience, I believe are transferable to the work context and to the team effort necessary for legal problem solving.

**Goldblatt McGuigan Accountants**:

*2013*

In 2013 I was given the opportunity to shadow a high ranking Forensic Accountant. This experience was especially beneficial to me as I was able to see the divergence between accounting and the law. During my placement I became familiar with various departments within the firm. I learned the importance of organisation and problem-solving. I shadowed the Forensic Accountant in consultations with Senior Counsel and I was afforded an insight into the forensic accountancy contribution to the calculation of damages in the largest medical negligence action settled within the Northern Ireland jurisdiction.

**Higgins Hollywood Deazley Solicitors**:

*2013*

I was afforded the opportunity to gain some experience in a high ranking Belfast law firm. My experience here of reviewing memorandum and documents cemented my desire to pursue a career in Law. I enjoyed the fast paced environment and client interaction. My experience allowed me to observe the daily work of solicitors both in the office and the court system.

**Assistant** Glenveagh Special School:

*2013*

I volunteered during the summer. This was challenging as many of the participants had communication and behavioural problems. I believe the experience enhanced my communication skills by working as part of a team in assisting children with learning disabilities.

**Extra-Curricular Interests/Achievements**

* Youth Leadership Certificate – Queen’s University Belfast
* Full Driving Licence
* Grade 3 Piano
* Gold Fáinne, Irish fluency Award
* Irish Language Representative, Assumption Grammar School