**CURRICULUM VITAE**

**Anna Mannion**

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**Profile**

An ambitious and enthusiastic law student- with academic experience in Constitutional law, European Union law, Property law, Contract law, Tort law and Company law.

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**Education and Professional Qualifications**

2013-2017 Bachelor of Laws Trinity College Dublin

2016 Paralegal Trinity College Dublin

2016 Intern Matheson Solicitors

2014 Waterfront Lifeguard and First Aid American Red cross

2013-2014 Youth Counsellor Training The Fresh Air Fund Organisation

2013-2014 S2S Mentor Course TCD Student Counselling Service

2012 Leaving Certificate 530 points

2009-2013 Pool Lifeguard Irish Water Safety

Emergency First Responder Irish Red Cross

  Defibrillator Course

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**LLB**

* Throughout my undergraduate experience I have acquired valuable practical legal skills.
* In my Legislation and Regulation module I drafted a bill outlining the permission of IVF clinics in Ireland to provide treatment and store gametes.
* Learned to be concise in legal writing.
* In Private Law Remedies I took part in a moot trial and argued on behalf of client in a tortious dispute.
* I acquired advocacy skills from experienced barristers, adding to my public speaking and presentation skills.
* I was involved in panel systems of discussion, introducing my theories by leading discussions involving lecturers and students.
* Predicted to achieve a 2.1 degree; 50% of my degree is graded from my 3rd year result which was a 2.1 grade.

**Trinity Student Managed Fund**

* Help in managing a long-only equity portfolio that is 100% run by students.
* Gained skills in business analysis, investing, risk management and valuations.
* Took part in marketing and PR operations for the TSMF.

**Professional Experience**

**Trinity College Dublin: Paralegal**

In August 2016 I began my internship with the Contract Department of Trinity College Dublin. During my time in this office I was trained in partnership agreements, proofing completed contracts and preparing reports on completed contracts. I also carried out administrative tasks of liaising with other universities or funding bodies. I thoroughly enjoyed my time assisting the solicitors in producing contracts for the university and was asked to return to assist in the office once college was back in term. I stayed on after my internship and continued working as a paralegal in the office three days a week until February 2017. At this point I finished work to focus on my second term of my final year and to concentrate exclusively on my degree.

**Matheson: Intern**

In September 2016 I completed a three week internship with Matheson Solicitors. This was an excellent opportunity for me to experience the day-to-day life of a solicitor in a corporate firm. During my internship I was placed in the Healthcare and Litigation department of Matheson. My tasks included reading through personal injuries summons and looking at case documentation so that I could prepare a client report on the progress of the case. I was in constant correspondence with clients, witnesses or other firms, which was something that I believe has improved my communications skills significantly. I worked closely with three solicitors as well as a partner and would frequently have to give concise reports on the work I had done, prepare research memos on urgent issues and meticulously keep track of work completed within timeframes. All of these elements of my internship experience have improved my research skills, my ability to be concise in writing and in speech, and my time-keeping skills. I had an excellent experience as an intern and it has solidified my decision to pursue a career as a solicitor.

**Skills and Expertise**

* Organised and efficient individual with experience of managing multiple tasks and adhering to tight deadlines.
* Excellent interpersonal skills.
* Excel in leadership roles.
* Very strong communicator both written and orally.
* Extremely proficient and capable in using MS applications, including Word, Excel and PowerPoint.
* Excellent team worker with adept problem-solving skills.

**Interests and Achievements**

* Irish Water Safety Pool Lifeguard
* American Red Cross Water Front Lifeguard
* Trinity Campus 5km Run; Fresh Air Fund 5km Colour run; Breaffy 10km run; Castlebar Tennis Club 10km run; Mark Pollock’s Run in the Dark 10km
* Member of Trinity College Athletics Society
* With three friends from my course I have set up a law blog wherein we discuss areas of legal interest and current affairs.

**Academic Results**

**Referees**

* **Name:** Ms Yvonne Czajkowski **Email Address:** czajkowy@tcd.ie

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