**CURRICULUM VITAE**

**Anna Mannion**

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**Profile**

An ambitious and enthusiastic law graduate with professional experience in contract and healthcare law - seeking a training contract in a commercial legal firm.­­­­­­­­­­­­­­­­­­

**Professional Experience**

**Trinity College Dublin Contracts Office**

**Paralegal Oct 2016- Feb 2017**

* Following a one month internship in August 2016 was invited to continue assisting as a paralegal.
* Prepared and drafted partnership agreements and other contracts.
* Liaised and coordinated with fellow universities and funding bodies on shared projects.
* Managed and coordinated the negotiation of contractual terms and compromise agreements on behalf of the university.
* Advised on recent legislative changes, as well as issues relating to contractual compliance and regulatory responsibilities.

**Matheson Solicitors**

**Intern September 2016**

* Worked alongside Rebecca Ryan in the Healthcare and Litigation Department.
* Reviewed personal injuries summons and case documentation.
* Prepared client reports on the case progression.
* Corresponded with clients, witnesses and other firms.
* Provided concise reports on completed work, prepared research memos on urgent issues and followed time keeping requirements of a commercial law firm.

**Trinity College Dublin Contracts Office**

**Intern August 2016**

* Carried out due diligence on potential recipients of university funding.
* Attended contractual negotiations and consultations with university counsel.
* Reviewed large amounts of contract documentation to ensure all necessary signatures had been provided and all requirements were satisfied in multi-university agreements.

**Education and Qualifications**

2013-2017 Bachelor of Laws 2.1 Trinity College Dublin

June 2014 Waterfront Lifeguard and First Aid American Red Cross

 Certification

June 2014 Youth Counsellor Training The Fresh Air Fund Organisation

Sept 2014 Student to Student Trinity College Dublin Student

 Mentor Course Counselling Service

 Aug 2013 Leaving Certificate 530 points State Examination Commission

July 2009 Pool Lifeguard Qualification Irish Water Safety

Nov 2009 Emergency First Responder and Irish Red Cross

 Defibrillator Course

**Skills**

* Excels in leadership roles. Worked as a lifeguard in Ireland and American for over five years.
* Excellent interpersonal skills. Has worked as a student mentor at university and as a children’s counsellor for the charitable organisation The Fresh Air Fund.
* Excellent team worker with adept problem-solving skills. As a member of the Trinity Student Managed Fund gained skills in business analysis, investing, risk management and valuations.
* Organised individual with experience of managing multiple projects and adhering to tight deadlines. Took part in marketing and PR operations for the Trinity Student Managed Fund.
* Very strong communicator both written and orally. Good conversational level of French.
* Proficient in using MS applications, including Word, Excel and PowerPoint.

**Interests and Achievements**

* Completed numerous fun-runs for charitable causes including the Trinity Campus 5km Run, the Fresh Air Fund 5km Colour run, Breaffy 10km fun-run, Castlebar Tennis Club 10km run, Mark Pollock’s 10km Run in the Dark.
* Member of Trinity College Athletics Society
* Member of Trinity College Dublin Law society and helped to coordinate open days.

**Referees**

**Name:** **Email Address: Telephone:**

* Ms Yvonne Czajkowski czajkowy@tcd.ie +353 1 896 4874

Employer at Trinity College Dublin Contracts Department

* Prof Des Ryan dryan14@tcd.ie +353 1 896 8572

Lecturer at Trinity College Dublin