**ANNA MULCAIR**

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**Profile:**

I am a motivated, resilient Final Year Law Student with a keen interest in pursuing a career in commercial law. My recent experience, working in Lally Solicitors, affirmed my desire to become a solicitor and further motivated me to secure a traineeship in a top commercial law firm.

**Education:**

University College Dublin – BCL (Bachelor of Civil Law) Sept 2014 – May 2018

Relevant Subjects:

* Company Law
* Employment Law
* Banking Law
* Property Law

Current GPA – 3.3 (2.1 equivalent)

Selected to study in University of Western Australia, Perth Feb – June 2017

Yeats College, Galway 520 CAO points 2014

**Work Experience:**

Lally Solicitors Aug 2017

While working at Lally Solicitors I gained invaluable insight into how a law firm operates in practice.

Duties:

* Trained to use the legal software Legal Evolve.
* Scheduled Title Deeds and Closing Documents.
* Assisted in the transcription and dictation of client/solicitor correspondence.
* Drafted emails, memos and letters to clients and other parties.
* Carried out research on employment matters which were ongoing in the practice.
* Presented my research to the solicitor and made suggestions as to what next step should be.
* Prepared and complied documents and files for clients.
* Acted as witness to a number of clients’ wills and testaments.
* Handled customers and potential clients’ queries.
* Met and engaged with clients.
* Became familiar with the layout of a lease agreements and commercial leases.
* Filed court documents.
* Assisted with general errands such organising files, archiving files and delivering hand-only mail.
* Scanned and photocopied important documents.

The Kitchen Café and Restaurant Galway 2015 – 2017

* Ensured patrons attended to without delay and satisfied with meals.
* Communicated with others members of staff to solve inevitable problems that arose.
* Conversed in French with tourists.

Verve – Marketing Agency 2015 – 2017

* Scheduled promotions and answered various pub owners’ queries.
* Promoted and sampled various products.

Au Pair, France Aug 2012 & June 2013

* Improved my spoken French whilst embracing a new culture and caring for young children.

**Volunteering:**

100 minds participant 2015 – 2016

Largescale campaign whereby successful applicants raise funds for charity.

* Collaborated with a team mate to successfully fundraise over €2000 for Childline.
* Enhanced my ability to set goals and reach targets.
* Organised a Tag Rugby blitz and a Paella evening.

Kolkata trip, the Hope Foundation Oct 2011

The Hope Foundation promotes the protection of street and slum children in Kolkata.

* Initiated a group of eight student to visit Kolkata with the Hope Foundation.
* Raised awareness about the street children of Kolkata in local schools and within my community.
* Adopted a leadership role throughout the fundraising process.
* Set up a mini company in my neighbourhood selling home-made desserts.
* Fundraised over €20,000 as a group as a result of my idea.

**College Involvement:**

UCD Tag rugby - Formed and captained UCD Tag Rugby team. Provided teammates with weekly updates of match times and venues.

Student Legal Service (SLS) - Advised clients on issues of tenancy and employment law, at clinics.

SLS Negotiation Competition - Competed in the Negotiation Competition 2017, with a partner.

Peer Initative Programme - Promoted Exchange experience and gave presentations to UCD students considering Exchange.

UCD Buddy Programme - Helped Exchange students settle into UCD.

**Interests & Achievements:**

* **Languages:** Completed the highest level of French – General Purposes 5 in the UCD Language School.
* **Music**: Reached Grade 6 in the Royal Irish Academy piano exams.
* **Fitness:** Competed in many 10k races and a regular gym user.
* **Drama:** Secured a main role of the school production of Mamma Mia.
* **Sport:** Member of the winning team in the All-Ireland Community Games hockey 2010.

**References:** Available on request.