

ANNA MULCAIR

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Profile:

I am an enthusiastic, ambitious and hardworking UCD Law Graduate. I have successfully completed the FE-1s and I have gained valuable legal work experience through working in various law firms.

Education:

Completed the Entrance Exam to the Law Society of Ireland in two sittings Oct 2018 – Mar 2019

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

- Awarded GPA – 3.4 (2.1 equivalent)

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

Yeats College, Galway 520 CAO points 2014

Legal Work Experience:

Lally Solicitors, Galway Oct – Dec 2018

As a **Legal Secretary/ Intern** in Lally Solicitors, I gained experience in the areas of Family Law, Conveyancing and Employment Law.

Duties:

- Assisted in the transcription and dictation of client/solicitor correspondence.
- Drafted letters to clients and other side's solicitors.
- Updated clients' personal information on the practice's system.
- Scheduled Title Deeds and Closing Documents.
- Contacted other side's solicitors throughout the conveyancing process.
- Contacted the Land Registry regularly to expedite applications.
- Worked as part of a team to ensure property sales were closed prior to Christmas.
- Attended Court on behalf of the Principal Solicitor.
- Contacted Barristers before motions were heard to ensure that all files were in order.
- Carried out research on employment matters which were ongoing in the practice.

Holmes O'Malley Sexton, Dublin June – July 2018

As a **Legal Assistant** in HOMS, I primarily worked as part of the Defence Litigation team. I also gained exposure to the area of Employment Law during this period.

Duties:

- Communicated via telephone with other side's solicitors.
- Drafted letters to other side's solicitors.
- Filed correspondence, pleadings and documents.
- Prepared and compiled documents for Court.
- Prepared briefs for counsel.
- Attended consultations with clients and took attendances.

- Prepared files for archiving.
- Looked through files to determine whether certain enquires had previously been made.
- Poured through discovery documentation.
- Prepared booklets for an Unfair Dismissals Hearing.
- Took an Attendance at an Unfair Dismissals Hearing at the Workplace Relations Commission.

Other Work Experience:

- Waitress at The Kitchen Café and Restaurant, Galway 2015 – 2017
- Brand Ambassador at Verve – Marketing Agency, Dublin 2015 – 2017
- Server at the Tauk Restaurant, Montauk, New York May – Sept 2016

Volunteering:

IVHQ Volunteer, Palawan, the Philippines Apr – May 2019

- Volunteered as a teacher for 5 weeks in a rural village in Palawan.
- Communicated with students through songs, actions and games.
- Utilised limited resources to teach children English in an open, inclusive environment.
- Ensured each student received individual attention daily.

100 Minds Participant 2015 – 2016

- Collaborated with a teammate to successfully fundraise over €2,000 for Childline.
- Enhanced my ability to set goals and reach targets.

Kolkata trip, The Hope Foundation Oct 2011

- Raised awareness about the street children of Kolkata in local schools and within my community, prior to the trip to Kolkata.
- Fundraised over €20,000, as a group, as a result of this project.

College Involvement & Achievements:

Sporting Proud Brittas Bay Triathlon – Completed the Sporting Proud Sprint Triathlon in September 2019.

Relay for Life Committee – Responsible for encouraging UCD students to sign up for the event.

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

SLS Negotiation Competition – Competed in the Negotiation Competition 2017.

Peer Initiative Programme – Promoted the Exchange experience and presented my experience to UCD students considering Exchange.

UCD Buddy Programme – Helped Exchange students settle into UCD.

UCD Language School – Completed the highest level of French – General Purposes 5.

REFERENCES: Available on request.