Anna Teague

63B Lisoid Road

Downpatrick

BT308AX

T: 0834827880 E: [annateague@outlook.com](mailto:annateague@outlook.com)

**PERSONAL PROFILE**

Hardworking, self-motivated individual. Excellent interpersonal, analytical and teamwork skills. Currently in final year of studying for a Bachelor of Civil Law at University College Dublin. Seeking employment at Byrne Wallace.

**EDUCATION**

**University College Dublin Dates: Sept 2015-May 2019**

Notable modules: Company Law I (B+) Company Law II (A) Contract Law I & II (B+)

Year 3 overall score: 1st Class Honours

**Utrecht University, Netherlands Dates: Feb 2018-June 2018**

Notable modules: International and European Labour Law (85%) Conflict Resolution (80%)

**Assumption Grammar School Ballynahinch Dates: Sept 2008-June 2015**

A-Levels: Mathematics (A) History (A) Biology (A) Spanish (C)

**LEGAL WORK EXPERIENCE**

**Employer: MKB Law Belfast Role: Work Experience Student**

**Dates: 13 Aug 2018-17 Aug 2018**

* Gained experience at a leading law firm providing legal advice to commercial and individual clients.
* Commended for readiness to apply oral and written communication skills and knowledge of the law to work unsupervised and complete practical tasks such as drafting letters of engagement and emailing clients.
* Learned the importance of collaboration, responsiveness, and diligence in a commercial firm.

**Employer: PwC Role: Tax and Legal Services Intern**

**Dates: 9 July 2018-3 Aug 2018**

* Assisted on Corporate Tax Compliance files applying my teamwork, time-management and IT skills to deal with variables including risk, opportunity, computations, returns and the relevant legislative provisions.
* Worked in a team of three to find alternative legal solutions to contractual issues demonstrating strong research and problem-solving skills.
* Completed daily tasks using initiative, commercial awareness and ability to make sound judgements. These included anti-money laundering checks, writing engagement letters and using Microsoft Excel to manage complex billing for international clients.

**Employer: Central Government NI Role: Work Experience Student**

**Dates: 10 Jan 2018-26 Jan 2018**

* Worked alongside a Senior Principal Legal Advisor to gain knowledge on how Brexit can be planned for within a government department.Learned to think creatively and use teamwork skills to produce client-focused solutions that attract minimum risks.
* Gained experience in the Departmental Solicitors Office. Used initiative and research skills to understand the objectives and technical issues. Learned that clear communication is essential when providing legal advice.
* Attended the Public Inquiry on the Renewable Heat Incentive with the instructing solicitors.Learned the importance of following procedure and attention to detail.

**VOLUNTARY LEGAL EXPERIENCE**

* Currently a member of UCD Student Legal Service providing free legal advice to students.

**OTHER WORK EXPERIENCE**

**Employer: Laura Ashley Role: Sales Consultant Dates: Aug 2018-present**

* Provide excellent customer service for a designer brand using teamwork, time-management and interpersonal skills.
* Role requires maintaining a high level of communication with customers to build relationships and deliver customised advice to clients with high expectations.

**Employer: Kurt Geiger Role: Sales Consultant Dates: Oct 2017-Dec 2017**

**Employer: Harry Corry Role: Sales Consultant Dates: May 2016-May 2017**

**VOLUNTEER WORK**

**Organisation: Royal Life-Saving Society UK Role: Teacher**

**Dates: Sept 2013-June 2015**

* Achieved Life Support Three certificate to teach life-saving to children and adults in teams of 2-3. Employed teamwork and leadership skills. Demonstrated responsiveness and readiness to embrace change in order to deliver effective classes.

**Organisation: Saphara Role: Teacher**

**Dates: July 2014**

* Taught classes in teams of 4-6 in marginalised schools across Northern India. Communicated and collaborated with team members to create lesson plans that maximised our impact.
* Raised awareness on poverty alleviation and women’s empowerment through weekend workshops.

**INTERESTS AND ACHIEVEMENTS**

* Took part in a moot court in Utrecht University and scored 8.8/10.
* Member of the Law Society UCD 2015-2018.
* Member of the Commerce and Economics Society UCD 2015-2018.
* Strong analytical skills reflected through success in mathematics. Completed the Mathematics GCSE a year early, completed two extra GCSE’s in Additional Mathematics and Statistics and received a Bronze Award in the UK Junior Mathematics Challenge.
* Selected for the prestigious Head Girl Team at Assumption Grammar School.
* Run and practice yoga every week, improving self-motivation and time management skills. Currently working towards completing a long-distance race.