**Anne-Marie Stacey**

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**Marino**

**Dublin 3**

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**Date of Birth: 20/04/1994**

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***Education***

**Sept 2012 – Present University College Dublin, Belfield, Dublin 4 Degree:**  Law with History **Total G.P.A: Year 1**: 3.37 **Year 2:** 3.14 **Year 3:** 3.30

**Sept 2006 – June 12 Loreto College, St Stephens Green**

**Leaving Certificate Points –** 525

**Highe**r:Irish B2, History A1, English B1, Maths D1, Geography A2, French B1 , Biology B1 (All higher)

***Legal Employment***

10th Aug 2015- 11th Sept 2015 **O’Connor Solicitors, Clare Street, Dublin 2**

**Position:** Legal Intern

* Designing a presentation and handbook for the firm to be presented externally, a representation of role of company secretary and a breakdown of the new companies act to be used then as a learning tool for clients.
* Researching and writing an article on the development of privacy laws in the media
* Presenting key research to be used in an upcoming conference on the development in Irish law of maternity rights.
* Supporting the team on the current cases the firm was engaged in by writing supporting legal arguments for solicitors
* The assisting of paralegals with legal drafting.
* Undertaking of administrative tasks such as recording meetings and various intern tasks such as photocopying and filing.

14th Feb 2011- 25th Feb 2011 **Chief State Solicitors, Osmond House, Ship Street Little, Dublin**

4th June 2012-16th June 2012 **Position:** Legal Intern within Commercial Contracts Section

* Conducting and undertaking intricate research tasks requiring critical analysis and constructive summation of such information to relieve the pressure placed on the legal team under strict deadlines
* Administration duties such as filing invoices and the photocopying legal briefs. Also using initiative to create an efficient system of filing for the archiving of all legal documents in the office
* Attending and participating at confidential in house meetings and the taking of minutes at the meetings with private clients.
* Attending court and tribunal meetings with principal solicitors and providing team support by the proof reading of court documents, copying, photocopying and packing office materials for court.

***Other Employment***

**April 2014 – Present Medical Receptionist, Drumcondra Medical Centre**

**Position:** Medical Receptionist

* Administration duties such as the opening and scanning of all post and the daily updating of client charts.
* Providing a professional approach to all telephone queries and the scheduling of appointments.
* Dealing with external suppliers and couriers. Opening and closing the surgery and ensuring the waiting room is clean and tidy daily.
* Politely greeting patients and visitors to the centre and making sure all patients feel at ease in the surgery and are dealt with on a personal level.
* Conducting the daily and then weekly office accounts and keeping meticulous financial records
* Answering telephone calls and maintaining a calm and professional manner in all dealings to show a professional image in the surgery.
* Maintaining a journal for both doctors of the appointments, prescription updates and queries from other healthcare professionals and patients.

**November 2012- March 2013 Silk Road Café, Chester Beatty Library, Dublin Castle.**

**Position: Waitress**

* Ensuring a high level of customer service is maintained at all times
* Demonstrating a detailed knowledge of the products offered
* Being polite, courteous, and prompt.
* Dealing with any customer issues that arise in a professional manner
* Making sure the dining room is presentable and performing side work tasks.
* Experience catering at large events and private parties.
* Working as part of a team to provide a high level of service

***Interests and Achievements***

* **News Writing & Photography:** Staff Reporter and Contributor for the UCD University Observer Newspaper since 2013 in Business and Features Section developing commercial awareness on current issues such as the budget analysis.
* **Mooting and SLS:** Competitor in the Maiden Mooting Competition 2013 UCD Moot Court Competition and active member of the Student Legal Service with the Negotiation Competitions.
* **Volunteer Work:** Volunteer in Nazareth House and active fundraiser for UCD Volunteer Overseas with organisation of table quizzes and bake sales
* **Swimming Competitor:** Recipient of the ASA bronze swimming challenge
* **DIT Commendation Award at SciFest 2010**- demonstrating ability to work well as part of a team. Presenter to panel of judges, developed research, preparation and presentation skills.
* **International MUN competitor**, having a resolution passed at committee level and debating before the mock general assembly.

***Referees***

**Name:**  Thomas Mohr **Name:** Ms Gail O’Keefe (solr)

**Position:** UCD Lecturer, BL  **Position:** Partner

**Address:** Sutherland School of Law,**Address:** O’Connor Solicitor

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