**Education**

* May- June 2023, **Social Media and the Law (MOOC)**, Law Society of Ireland
* March 2023, **First Examination (FE1)**, Law Society of Ireland

Criminal Law 68% | EU Law 59% | Contract Law 50%

* October 2022, **First Examination (FE1)**, Law Society of Ireland

Real Property 64% | Company Law 60% | Constitutional Law 60% | Equity Law 60% | Tort Law 60%

* 2021-2023, **Master of Law LLM** 2.1/67% in 2022(awaiting results from my final year exams), TU Dublin

Constitutional law 70% | Legal Skills 70% | Tort law 67% | Property law 69% | Equity law 64% | Company law 64%

* 2022, **Certificate in Introduction to Microsoft Excel,** Coursera
* 2021, **Certificate in Coaching Skills for Managers** Distinction, University of California Davis
* 2020, **Diploma in Employment Law-** Merit, The Open College
* 2010-2015, **BA Geography & Political Science**, Trinity College Dublin

**Experience**

## Tracey Solicitors, Legal Intern April 2023 to present

## Providing assistance across the firm in the areas of personal injury, medical negligence, probate and commercial debt recovery

## Supporting the team in managing caseloads

## Organising and maintaining files (including filing emails and correspondence)

## Undertaking searches at Partner(s) request

## Handling and dealing with incoming calls from clients, engineers, medical attendants etc.

## Scheduling consultation meetings, locus inspections and MIBI interviews

## Drafting and amending legal documents at Partner(s) request

## Attending motions and relaying necessary information back to Partner(s)

## Reviewing CCTV and writing accurate MEMOs for discovery

## Providing complete assistance to fee-earners and clients throughout their case

## Identifying and retrieving information necessary to support legal decision making

## Other duties as the firm may reasonably require from time to time such as binding, court filing in the High Court and Circuit Court, scanning, copying, paginating documents etc.

## Let’s Help Direct Provision, Legal Intern June 2021 to September 2021

* Researched and incorporated the organisation as a company limited by guarantee
* Drafted documents such as the Constitution which required precise and formal writing
* Liaised with service users and clients which developed my strong communication skills
* Coordinated bookings and appointments for 20+ meetings per week increasing my organisational skills
* Collaborated with managers, coordinating supply chain logistics and managed service workload
* Provided administrative support such as billing and filing
* Analysed documents and drafted policies and procedures for the company
* Updated client records and information ensuring accurate data in compliance with GDPR
* Generated and executed 5+ weekly social media campaigns increasing online engagement
* Managed internal and external communications including a 5000+ mailing list of service users

Unfurnished Food, **Business Owner** October 2017 to January 2020

* Analysed the market in lead up to service development
* Researched, planned and crafted business plans
* Built and led a team of 10 people in providing mobile catering services
* Negotiated prices and terms with vendors
* Analysed revenue streams and adapted services to deliver 35% profit margins
* Provided high-quality customer service catering to 300+ people per day
* Developed technological skills through filing yearly accounts with revenue online system and budgeting of events for 700+ customers using excel
* Implemented sustainability policies and procedures ensuring all supplies were compostable and surpassed sustainability targets by using innovative solutions
* Coordinated internal resources and third parties/vendors for the flawless execution of multiple projects

## Pot Duggans, Head Chef May 2018 to September 2018

* Negotiated with suppliers for competitive market prices
* Drafted and researched documents catering for 150+ customers per day
* Liaised directly with HSE, fire officers, venues & suppliers developing strong communication skills
* Forecasted, measured and reported results of various projects directly to the chief financial officer
* Increased profit margins by 10%
* Delegated daily tasks to a team of 7
* Delivered a first-class experience to clients & stakeholders

## Fumbally Café, Chef de Cuisine July 2017 to April 2018

## Chez Panisse, California, Chef de Partie July 2016 to April 2017

## Blue Hill, New York, Chef de Partie November 2015 to April 2016

## Etto, Dublin, Chef de Partie August 2015 to October 2015

## Slice Café, Dublin, Chef October 2014 to January 2015

## Spoon Table Bar, Corporation, New York, Manager September 2013 to September 2014

## Pour George, New York, Waitress September 2013 to September 2014

## Queen of Tarts, Dublin, Waitress May 2013 to August 2013

## Basebar, Dublin, Floor Staff September 2010 to April 2013

* Authored employee handbook, policies and procedures improving research and analytical skills
* Accounted for daily turnover and payroll for $5000+ per day (New York)
* Mentored a team of 10 developing my managerial skills
* Recruited and trained 8 of 10 employees
* Consistently surpassed financial targets resulting in a promotion to a managerial position
* Managed a diverse group of employees with existing language barriers improving my communication skills

#  Volunteering & Achievements

* 2022/2023, Elected secretary of the Law Society & FLAC Society of TU Dublin
* 2017, Volunteered at an internally displaced refugee site in Kenya
* 2012 & 2013 Awarded on the Deans Roll of Honour in Trinity College Dublin which recognises student volunteering in clubs, societies, publications and the community
* 2013, Student-to-Student peer supporter in Trinity College Dublin
* 2013, Elected Social Secretary of the Trinity College Cancer Society
* 2012, Elected Entertainments Officer of the Junior Common Room in Trinity Halls
* 2010, First-year class representative at Trinity College Dublin
* 2008, Debated at the Model United Nations, Saint Andrews College

#  Hobbies

In my spare time, I enjoy cooking, listening to podcasts, reading, running and practicing yoga of which I completed a 200-hour yoga teacher training certificate in India in 2017.