**Caoimhe Baker**

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| **PROFILE**I have recently graduated with a 2:1 law degree from Maynooth University and am eagerly looking for employment in the legal sector to gain experience and exposure to law on a practical level. I consider myself to be a hardworking, respectful and thorough person who has a lot to offer to any team or organisation. I am consistent in my performance, beliefs and attitude, and place great value in completing things from start to finish. I work well as part of a team as I am friendly, polite and helpful by nature. I listen carefully and can follow instruction without fail. In addition to this, however, I am fully capable of working on my own and using my own initiative, due to my high level of awareness and instinctiveness.I believe I would be very well suited to work in for you, as I have a positive attitude, am well-spoken and strive to succeed in every endeavour I take. Additionally, I am ECDL accredited and fully versed in the use of various software applications and legal databases. While not necessarily a skill, I place value in the fact that I have a great deal of common sense and am able to use my own initiative. I am trustworthy and reliable. If given something to do, there is no doubt that I will do exactly what is asked of me, bringing with me a very positive and hardworking mindset as I do.I am available to start working immediately and fully flexible in my availability. I would love for you to consider hiring me as I know I would fit in well with your team. Please do not hesitate to contact me via the email or phone number provided.  |

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| **EDUCATION** **Maynooth University 2012 – 2016**LLB (Hons) Law Degree, 2:1.**Moville Community College 2007 – 2012**Leaving Certificate: English, Irish, French, Business, Home Economics, Biology (Honours level)Maths (Ordinary level) **Additional Accreditation**Westlaw Training Certificate (2013)ECDL Training Certificate (2008) |

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| **EXPERIENCE****Follow My Lead: Contract Reviewer/Personal Assistant***Belfast/Dublin.*Start Date: 02-02-15Final Date: 12-09-16**Duties*** I reviewed various contracts and advised the band members what translated what they should expect from it before signing, and suggested any amendments to be made when required to fit their expectations.
* I made recommendations to the band of when record labels/managers were breaching their duties under the contract and when it would be advisable to hire legal counsel.
* I drafted an internal band agreement which, amongst other things, governed the members’ obligations to the band, finances, decision making process, and removing members.
* I also assisted with general management duties such as sourcing industry contacts, emailing, and scheduling.

In this role, I gained a hyper-acute eye for detail, and learned to condense large volumes of information into succinct, simple summaries. I also greatly developed my legal research and negotiating skills, building on what I had learned in university to perfect a more practical and effective style. |
| **B&B Assistant***Redcastle, Co Donegal.*Start Date: 01-06-16Final Date: 30-08-16**Duties*** I welcomed and interacted with guests; making sure that they were comfortable and had everything they needed.
* I tidied and prepared rooms during changeovers, ensuring that they were up to consistent standards.
* I prepared myself detailed knowledge and background on the nearby tourist attractions, including how to get there, so that I could suggest this information with accuracy to the guests if they desired it.

Through this job, I was able to hone my communication skills further by learning to how to effectively communicate when there are barriers such as language present. I learned that consistent approachability and high standards were paramount to ensure that customers had the best experience possible. I also utilised my organisational skills frequently, both in time management and when helping guests plan trips. |
| **Eversheds: Temporary Legal Intern***One Earlsfort Centre, Earlsfort Terrace, Dublin 2.*Start Date: 25-01-16Final Date: 29-01-16**Duties*** I organised and replicated a case booklet for a solicitor, ensuring that all copies of the booklet were consistently numbered and matched. I made sure that certain names had been redacted and some documents replaced because they would be used in the EAT.
* I lodged case files in the High Court for the litigation department.
* I went to the Workplace Relations Commission to deliver documents for the attention of the judge, and ensured that I received signed proof of submission due to the time sensitive nature of the submission.
* I documented unbilled working hours, and drafted explanatory narratives for billing clients.
* I attended the Employment Appeals Tribunal where one of the firm’s clients where being represented to take notes. I also attended the High Court to note the trial date being set for one of the firm’s pro bono cases.

At Eversheds, I learned that it is of the most importance to follow what the client wants and your job is to offer the most effective ways of achieving that. I learned that commercial factors are often more important to a client than ‘winning’ a case at trial, and that clients may prefer to breach contracts and provide damages than to continue with their legal obligations. An understanding of the importance of confidentiality, documentation and certainty was also something I gained. |
| **Veggie Society: Chairperson** *Maynooth Students’ Union, Maynooth University.*Start Date: 23-09-13Final Date: 09-05-15**Duties*** I decided what the function of the society would be and created a detailed plan and calendar with the other committee members to ensure that we stayed focused and on track.
* I organised activities, sourced contacts for guest speakers and arranged venues under strict deadlines for society events.
* I delegated tasks to fellow committee members to ensure tasks were completed and regularly checked-in with them for updates. If required, I would assist them with their tasks.
* I created a persuasive information booklet to provide for society members and to give out throughout the university.

In this role, I learned the importance of tailoring the right approach and style of communication to each individual person. I also learned to ensure that each member of a team knows what they’re supposed to be doing both individually, and as a unit. I developed my skills of managing different individuals’ expectations opinions and coming to solutions that included and worked for everyone. |