**Curriculum Vitae**

**Personal Details**

Name: Carol Ginnifer

Address: 18/2a, Fourth Avenue, Mt Lawley, Western Australia 6050

Phone No.: (0061) 406055122

E-mail: [carol.ginnifer@gmail.com](mailto:carol.ginnifer@gmail.com)

**Education**

* **June 2015 - October 2015, Griffith College Dublin Online/Distance Learning Preparatory Course for the Final Examination- First Part (FE-1) Entrance Exam to the Law Society of Ireland.**
* Awaiting result in Equity from the October 2015 FE-1 sitting.
* **November 2014 - March 2015, Griffith College Dublin Online/Distance Learning Preparatory Course for (FE-1) Entrance Exam.**
* Passed European Union Law (50%) in the March/April 2015 FE-1 sitting.
* **November 2013 - March 2014, Griffith College Dublin Online/Distance Learning Preparatory Course for (FE-1) Entrance Exam.**
* Passed Constitutional Law (51%) in the March 2014 FE-1 sitting.
* **November 2012 - March 2013, Griffith College Dublin Online/Distance Learning Preparatory Course for (FE-1) Entrance Exam.**
* Passed Criminal Law (59%) in the March 2013 FE-1 sitting.
* **November 2011 - March 2012, Griffith College Dublin Online/Distance Learning Preparatory Course for (FE-1) Entrance Exam.**
* Passed Contract Law (51%) in the March 2012 FE-1 sitting.
* **September 2010 - March 2011, Griffith College, Cobh Street, Sullivan’s Quay, Cork. Preparatory Course for (FE-1) Entrance Exam.**
* Passed Property Law (50%), Law of Torts (50%) and Company (51%) in the March/April 2011 FE-1 sitting.
* **September 2008 - June 2010, Griffith College, Cork, Ireland.**

**Diploma in Professional Legal Studies.**

* Stage 2 - Diploma in Professional legal Studies; achieved a Distinction. Subjects included Conveyancing, Constitutional Law and Judicial Review, Company Law, Employment Law, Family Law and Land Law.
* Stage 1 - Certificate in Professional Legal Studies; achieved a Distinction. Subjects included Contract Law, Civil Litigation Practice & procedure, Criminal Law, Criminal Litigation practice & Procedure, Introduction to the Legal System, and Law of Torts.
* **2004 - 2008, University College Cork (UCC), Cork, Ireland.**

**Bachelor of Science (BSc) Degree in Government and Public Policy.**

* Year 4 result: 2nd Class Honours Grade 1, including 75% in Applied Housing Research, 72% in Methodologies of Local Development Planning, 71.5% in Planning Policy, 69.5% in Health Services and Health Services Research, 68.5% in Global Governance , 62% in European Framework and 61.5% in The Dynamics of State Politics.

* Year 3 Result: 2nd Class Honours Grade 1, including 81% in Work Placement (14 weeks placed with Barry C. Galvin & Son Solicitors), 72% in Post -national Politics, 68% in International Politics, 63% in Comparative Political Systems, 63% in American Politics, 63% in Market Research, 58% in Spanish Language (Beginner Level), and 54% in Introduction to Marketing.
* Year 2 Result: 2nd Class Honours Grade 1, including 70% in Public Law II, 64% in Public Management in Europe II, 63% in Government and Politics in Ethnically Divided Societies, 61% in German Language (Upper Intermediate Level), 58.5% in Theory and Methods in Political Science, 57% in Law of the European Union and 48% in Business Economics I.
* Year 1 Result: 2nd Class Honours Grade 2, including 62% in Politics of the European Union, 62% in Citizenship & Human Rights, 60% in Social Policy Analysis, 60% in Introduction to Management and Organisation, 55% in Public Law, 55% in Public and Private Management, 51.5% in Government and Politics of Ireland, 46% in Introduction to Political Science and 44% in German Language (Intermediate Level).

* **1998-2004, Presentation Secondary School, Cork, Ireland.**
* Leaving Cert Result 410/600 Points; including B3 in (H) Irish, C1 in (H) English, B3 in (O) Maths, C2 in (H) German, C1 in (H) Accounting, B3 in (H) Music, and D1 in (H) Biology.

**Work Experience**

* **February 2014 – Present, Chapmans Barristers and Solicitors, Level 1, 14-16 Victoria Avenue, Perth, Western Australia (WA). Fulltime Paralegal.**
* Legal skills: drafting legal documentation and pleadings in negligence cases and arranging for filing of same in the Courts once finalised;
* preparing applications for conciliation specific to the injured workers’ disputes (e.g. rate of pay dispute, medical expenses not being paid etc.) and fling same with WorkCover WA to be listed for a conciliation hearing; and
* drafting Enforcement Proceedings of the Decisions of the WorkCover WA Arbitrator, for filing in the District Court, and Following enforcement through with the Sheriff and the Bailiffs’ Office.
* **23 April 2012 – 20 December 2013, Ombudsman Western Australia, Level 2, 469 Wellington Street, Perth, WA 6000. Fulltime Executive Assistant.**
* Organisational skills; provision of executive assistance to senior members of staff inclusive of scheduling, diary management, taking of phone calls, minute taking, meeting preparations, travel bookings and Secretary of Triage Meetings, which involved compiling and circulating briefs on complaints with complex legal considerations and/or exceptional facts in advance of the meeting, and minute taking the triage between senior staff.
* Administrative skills; data entry, report compilation and generation from specific databases, transcription, typing, emailing, proof reading and file maintenance.
* I.T. skills; operating software including: "Microsoft Office Word 2010", "Microsoft Outlook 2010", "Adobe Acrobat Pro", "RESOLVE" and "TRIM".
* Interpersonal skills;liaising with staff, members of public and government agencies on a daily basis.
* **1st August 2011 - 1st February 2012, Department of the Attorney General -State Solicitor's Office Western Australia**, **Level 16, 141 St Georges Terrace, Perth WA 6000. Fulltime Legal Secretary.**

**Skills Acquired:**

* Interpersonal skills; working for six solicitors and communicating with them in person, via email and telephone to enable their desired tasks to be completed.
* I.T. skills; successfully operating software including "Microsoft Office Word", "Open Practice 5.1.", "Open Practice Document Production", "Time and Matter Costing", "TRIM" and "Lotus Notes".
* Administrative skills; processing dictation, data entry, emailing, faxing, filing, photocopying, scanning and room booking.
* **6th April 2010 - 12th July 2011, Lillian O’Sullivan & Co. Solicitors, 48 Maylor Street, Cork, Ireland. Part-time Legal Secretary.**

**Skills Acquired:**

* Legal skills; preparing legal documentation and pleadings, organising for stamp duty to be affixed to legal documentation and for the filing of same in the courts, and carrying out company searches.
* I.T. skills; utilising the client case management database "Legal Evolve". Operating "Microsoft Office Word" and "Outlook Express".
* Typing skills; processing large amounts of dictation to meet deadlines.
* Interpersonal skills; responsibility for the receptionist area which involved meeting and greeting clients in person, via telephone, via email and the subsequent recording and relaying of such communications to the Principal.
* Research skills; perusing legal websites to obtain precedent legal documents and copy Judgments of the Courts.
* **8th December 2008 - 26th March 2010, Stokes & Co., Solicitors, 20 Grand Parade, Cork, Ireland. Fulltime Legal Secretary.**

**Skills Acquired:**

* Interpersonal skills; interacting with clients in person, via e-mail and telephone.
* Typing skills; processing large amounts of electronic dictation.
* I.T. skills; operating the client case management database "Legal Evolve", "Outlook Express" and "Microsoft Word".
* **April 2007 - August 2007, Barry C. Galvin & Son Solicitor, 91 South Mall, Cork, Ireland. Fulltime Legal Assistant to Gerard Murphy Solicitor as part of a workplace programme required for my BSc Degree.**

**Skills Acquired:**

* Analytical skills; summarising litigation cases into detailed reviews based on the file correspondence and Pleadings in preparation for negotiation discussions and/or hearing.
* Legal skills; preparing Books of Pleadings for High Court Proceedings which involved perusing the files to ascertain the correspondence to be allocated to the various Books namely, Pleadings, Disclosure, and Discovery.
* IT skills; effectively using the client management system "Keyhouse".
* Accounting skills; scrutinising Bills of Costs and client ledgers.
* Listening skills; attending negotiation discussions.
* **Summer 2003-2007, Mary Dorgan Solicitor, 96 South Mall, Cork. Fulltime and Part-time Office Assistant.**

**Skills Acquired:**

* Interpersonal skills; operating the reception area which interacting with the Public and Clients via telephone, fax, e-mail and greeting them in person.
* Organisational skills; responsible for the filing system, getting legal documents sworn and recording income and expenditure on petty cash account.

**Hobbies & Achievements**

* Passed, to date, seven of the Law Society FE1 Exams.
* Entitlement to enrol on the Irish Institute of Legal Executives having obtained a distinction in the ILEX course.
* Member of Shotokan Karate club for seven years achieving 2nd Dan black belt.
* I enjoy yoga, body balance and socialising with family and friends.

**Referees**

Ms Sara Cowie Lillian O’Sullivan

Assistant Ombudsman Complaint Resolution Principal

Ombudsman Western Australia Lillian O’Sullivan & Co. Solicitors

Level 3, 469 Wellington Street 48 Maylor Street

Perth, WA 6000 Cork

Tel: (0061) 89220 7555 Tel: (021) 427 4711

E-mail: [Sara.Cowie@ombudsman.wa.gov.au](mailto:Sara.Cowie@ombudsman.wa.gov.au) E-mail: [lillianosullivan@gmail.com](mailto:lillianosullivan@gmail.com)