

CAROLINE CORCORAN

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EDUCATION:

Dublin Institute of Technology: Postgraduate Diploma in Law (Distinction) 2012-2013

Trinity College Dublin: European Studies M. Phil. (2.1 Hons, 1st in Dissertation) 2011-2012

Subjects included: European History, Politics and Cultural Studies.

Trinity College Dublin and Universidad de Salamanca: European Studies B.A. (2.1 Hons) 2007-2011

Subjects included: Italian, Spanish, European History, Sociology, Modernism and Mass Society.

Loreto College Foxrock: Leaving Certificate result 535 points 2002-2007

CAREER HISTORY:

LEGAL:

Paralegal: LK Shields Solicitors, 40 Upper Mount St., Dublin 2 August 2015 - Present

- Providing support to the Litigation and Dispute Resolution team.
- Preparing booklets of pleadings and carrying out legal research.
- Attending networking events and seminars.

Legal Intern: Philip Lee, 7/8 Wilton Terrace, Dublin 2 March 2015- July 2015

- Carried out legal research and drafted documents.
- Incorporated companies. Prepared and filed documents at the Companies Registration Office.

Legal Intern: A&L Goodbody, North Wall Quay, Dublin 1 June 2014

- Carried out legal research and attended meetings.
- Completed various projects including a marketing pitch, presentation and case summary.

Legal Intern: IP Horgan Ltd, Chicago. June 2013-August 2013

- Carried out initial case reviews and legal research.
- Record management of a sophisticated online database with attention to detail.
- Liaised with attorneys in leading multinational corporations and worked to tight deadlines.

Clerical Officer: Legal Aid Board, Clondalkin Law Centre, Dublin 22. June 2007-August 2007

- Provided administrative support to solicitors and assisted in preparing documents such as affidavits.
- Dealt with queries from clients.
- Attended office meetings.
- Demonstrated effective knowledge of IT systems. Dictaphone typing of 51 words per minute.

POLITICAL:

Trainee: Secretariat-General, European Commission, Brussels October 2014-February 2015

- Analysed the subsidiarity control mechanism and the political dialogue between the Commission and national Parliaments.
- Contributed to briefings on national Parliaments for the President and Vice-Presidents of the European Commission.
- Prepared evaluations and statistics in relation to national Parliaments' reasoned opinions.
- Attended meetings with the permanent representatives of national Parliaments in Brussels and drafted reports.

- Attended plenary sessions of the European Economic and Social Committee and the Committee of the Regions in Brussels.
- Conducted research and drafted notes on different inter-institutional questions and topics.

Research Assistant: Seanad Éireann, Leinster House **October 2013-June 2014**

- Researched proposals for new legislation and kept track of domestic and EU legislation and policy initiatives.
- Drafted speeches, attended political meeting and took minutes.
- Assisted in the organisation of political conferences and updated the Senator's website and social media.

Electoral Commission Graduate Students' Union, Trinity College Dublin. **June 2012**

- Supervised the presidential elections of the Graduates Students' Union.
- Promoted the elections by creating awareness through social media, networking and advertising on campus.
- Worked at polling stations and counted votes.

OTHER WORK EXPERIENCE:

Sales Consultant: BT2 Dundrum **June 2011-March 2013**

- Provided a friendly and courteous customer service and worked diligently to achieve and exceed sales targets.
- Demonstrated flexibility and willingness to put in overtime when necessary.
- Brand ambassador for luxury brands.

Sales Consultant: Coast, Arnotts, Dublin 1

August 2010 – March 2011

Sales Assistant: Fallon & Byrne, Dublin 2

June 2009 – August 2009

English Language Tutor: Madrid, Spain

June 2008 – July 2008

Teaching Assistant: Pine Forest Art Centre, Dublin

July 2005

ACADEMIC ACHIEVEMENTS & AWARDS:

- Elected class representative and member of the Graduate Students' Union Council 2012.
- Achieved exemptions in Italian and Spanish in Scholarship examinations, Trinity College Dublin, 2009.
- Academic awards in sixth year of Secondary School for Science, Maths, Spanish and Art.
- Awarded Gradam an Cholaiste, Colaiste Camuis, Ros A Mhil, 2006 for excellence in Irish and interpersonal skills.

INTERESTS:

Sport: Successfully competed at national level in Irish dancing, dressage, show jumping and cross country events such as the Silver Spurs Dressage competition and the National Tetrathlon Championships. I was an active member of the Trinity Lawn Tennis Club and Trinity Dance Society.

Travel: I have travelled extensively in Europe and the United States.

SKILLS PROFILE:

- Excellent communication and interpersonal skills.
- Fluent Spanish, proficient Italian and basic French.
- ECDL qualified. Advanced MS Word, Excel and Power Point skills. Familiar with social networking sites.

REFERENCES: Available on request.