

CAROLINE KEAVENY

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Education

2021 – 2022: Master of Laws (LLM, Intellectual Property and Information Technology Law)
University College Dublin (UCD)

2013 - 2017: Bachelor of Laws (LLB)
Trinity College Dublin

Results: 4th year: 2.1, 3rd year: 2.1, 2nd year: 2.1, 1st year: 2.1
Overall Degree Result: 2.1 (67%) (Class ranking: 28/99)

2018 – 2022 FE-1 Examinations
Law Society of Ireland
Contract, Tort, Equity, EU Law, Criminal Law, Property Law (2018-2019)
Constitutional, Company (2022)

2007-2013: St. Josephs Secondary School, Rochfortbridge, Co. Westmeath, Ireland
Leaving Certificate Result: 545 points (545/600)

Employment History & Experience

Aug 2020 – Aug 2021
YBM Education, Busan, South Korea
English Teacher

- Responsible for leading, instructing, and managing a class of 20 students.
- Created and developed weekly lesson plans and teaching materials based on the school's curriculum.
- Developed and delivered lessons in phonics, reading, grammar, history, science, and geography.
- Maintained progress reports and initiated weekly updates with teachers to discuss each student's progress.
- Established and enforced rules for behavior and procedures for maintaining order among the students.

Aug 2019 – Aug 2020
Daegu Metropolitan Office of Education, Daegu, South Korea
English Teacher with EPIK (English Program in Korea)

- English teacher with EPIK (English Program in Korea)
- Teaching English as a foreign language to non-native speakers with an emphasis on conversational English.
- Co-teaching classrooms of 24+ mixed level elementary school students.
- Responsible for preparing and developing teaching materials and lesson plans.
- Interacting with Korean students in a cultural exchange to create an effective and efficient learning environment.

Jun 2018 – Dec 2018
Fieldfisher
Paralegal

- Secondment to the Financial Services and Pensions Ombudsman.
- The FSPO helps resolve complaints with pensions providers and regulated financial services providers.
- Worked with the Tracker Mortgage Investigation Team, investigating complaints, drafting legal summaries, and dealing with queries from complainants and providers.
- Was chosen to work on a special project with the client which involved investigating conduct, analysing files, and drafting reports.
- Skills included using initiative, having a keen eye for detail, and teamwork

Dec 2017 – Jun 2018
Three Ireland
Legal Assistant

- Provided legal resource for the in-house legal team of Three Ireland, a leading telecommunications Company.
- Reviewed a wide variety of legal documentation in relation to the telecoms network such as leases, licenses and Master Site Agreements and input the relevant data onto a database.
- Skills included attention to detail, excellent organizational skills and the ability to take initiative.

Oct 2017
KOD Lyons
Legal Intern

- Interned at a leading Criminal Defense and Human Rights firm.
- Worked closely with the solicitors, shadowing them in the Criminal Court of Justice and held court for them on a frequent basis.
- Entrusted with taking note of which of the firms' cases were adjourned, trial dates and applications for bail while holding court.
- Attended client meetings and organised documents for various cases.
- Developed skills such as communication and initiative and displayed motivation and work ethic.

Summer 2016
Gurneys Montauk Resort
Waitress

- Worked as a waitress in a five star resort in the Hamptons during my J1.
- Duties included taking orders, serving the customers, setting up and stocking the bar.
- Developed communication skills in engaging with the customers. Displayed strong work ethic in providing excellent service to increase sales and customer loyalty.

Summer 2015
Tracy Horan & Co Solicitors
Legal Intern

- Attended court with solicitors as part of observation.
- General office administrations such as answering clients calls and calling clients regarding appointments and court dates.
- Gained an excellent insight into the legal profession and learned an abundance of very useful information about a career in law.

Volunteer Activities

2016 - 2017
Voluntary Tuition Program, Trinity College Dublin
Volunteer Tutor

- Tutored a 5th grade elementary school student once a week.
- Balancing this commitment with college work was a challenging but rewarding experience

2014 -2015
Law Society, Trinity College Dublin
Communities Committee Member

- Member of the committee which organised many events such as Law Day which is a day of fundraising for a charity. Also involved in pitching ideas for that years' Jailbreak and helped to come up with the new rules for the competition
- Particular role involved organising a karaoke night as a means to raise money.

Languages: Proficient in Irish and French. Intermediate level of Korean.
Interests: Music, sport, travel