**PERSONAL DETAILS**

**Name: Caroline Diviney**

**Address:** 24 Chelmsford Road,

Ranelagh,

Dublin 6

**Telephone:** +353 86 2068395

**E-mail:** divineycaroline@yahoo.co.uk

**LEGAL EXPERIENCE**

**Mason Hayes & Curran**

**Legal Executive at Mason Hayes & Curran Date: January 2014 – Present**

*Public and Administrative Law; specialising in Childcare Law*

* Attending trials at the High Court and Supreme Court;
* Attending pre-trial meetings, call-over lists and client meetings;
* Drafting pleadings; Plenary summonses, grounding Affidavits, Notices of Motion, Ex parte dockets, High Court Orders;
* Drafting letters of advice to the client following Court appearances;
* Instructing counsel on new applications and preparing briefs;
* Liaising effectively with clients on the progress of their case;
* Experience in working on complex jurisdictional cases under Article 15 and Article 56 of Brussels II Council Regulation (EC) No. 2201/2003 and liaising with the Department of Justice, Equality and Law Reform in relation to same. This involved recently working as part of a team on a case in which the Supreme Court made a reference to the Court of Justice of the European Union;
* Assisting in tender applications and maintaining excellent client relationships;
* Attending regular in-house CPD Seminars;
* Working on large discovery projects.

*Healthcare Litigation*

* Extensive experience working on a number of Wardship cases;
* Attending hearings at the High Court;
* Attending client meetings;
* Drafting pleadings;
* Liaising with clients and counsel.

*Criminal Litigation*

* Experience in working on criminal prosecution cases;
* Attending bail applications and hearings at the District Court;
* Drafting letters to the client and Court attendance notes for the file.

**Mason Hayes & Curran**

**Legal Secretary Date: March 2011 – December 2013**

As a Legal Secretary, my role was to provide support to senior lawyers/partners. I demonstrated flexibility by working on projects relating to family law, litigation and healthcare law matters. In particular I demonstrated:

* Effective written and communication skills when composing letters to counsel, clients, state bodies and organisations;
* Professional excellence in producing astute and accessible information for clients;
* An excellent ability to manage large workloads and prioritise demands;
* Professionalism and integrity when dealing with clients on a one to one basis;
* An aptitude for dealing with confidential information securely and professionally.

**RELEVANT EXPERIENCE**

**Westpac Bank, Sydney, Australia May 2010 – November 2010**

**Office Administrator, Commercial Loans Department**

* I worked directly with senior management on a large commercial loan portfolio; assisting in gathering personal and business financial data; preparing summaries of analysis for review by Management and attending regular team meetings;
* I gained a lot of practical first-hand experience in teamwork and communication.

**Zurich Insurance, Dublin 4**

**Insurance Administrator**  **May 2006 – December 2009**

I was responsible for overseeing that all insurance renewal documentation is distributed in line with the financial regulator guidelines for both new and existing Zurich customers as well as several broker offices throughout the country.

* Managing a team of administration clerks; allocating the daily workload, providing feedback on a weekly basis to middle and senior management;
* Making Insurance policy alterations and adjustments, providing weekly summary reports and liaising with Insurance brokers regarding general Insurance policies.

**EDUCATION**

I have passed four of the eight FE1 examinations in the following subjects:

* Criminal Law
* Contract Law
* The Law of Tort
* Equity and Trusts

I am on course to have all eight examinations completed by March 2017.

**Third Level:** *2007-2009:*

Dublin Business School: Diploma in HRM [2:1 equivalent]

**Subjects**: Business Strategy; Employee Relations; Industrial Relations Management; Recruitment and Selection; Leadership and Management Development; Training, Learning and Development; Human Resource Management and Planning; Marketing Strategy. Overall Average 68%

# **Second Level:** *2000-2005:* Our Lady’s Grove, Goatstown, Dublin 14. Leaving Certificate: 420 Points

English - Higher Level - (B3)

Mathematics - Ordinary Level - (B1)

Biology - Higher Level - (C3)

Home Economics - Higher Level - (B2)

Geography – Ordinary Level - (A1)

French - Ordinary Level - (B2)

Irish - Higher Level - (C3)

**ACHIEVEMENTS, HOBBIES, INTERESTS**

* I volunteer with the DeafHear Association in Dublin. I have participated in fundraisers and assisted with day activities including the children’s Christmas party in 2015.
* I am currently learning Irish Sign Language (ISL) and hope to become involved in teaching the language in future.
* I hold a European Computer Driving Licence and a Certificate of Achievement in Advanced Word with SureSkills, 2012
* I enjoy all sports. I have a particular interest in Golf and Gymnastics.
* I enjoy reading and I am a member of two book clubs.

**REFEREREES**

**James Bardon**

**Partner**

**Mason Hayes & Curran**

**E-mail:** **jbardon@mhc.ie**

**Adrian Lennon**

**Partner**

**Mason Hayes & Curran**

**E-mail:** **alennon@mhc.ie**

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*Caroline Diviney.*