**Caroline Keaveny**

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**Education**

**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%) (*Degree ranking*: 28/99)

**2007-2013:** St. Josephs Secondary School, Rochfortbridge, Co. Westmeath

*Leaving Certificate Result:* 545 points

**Employment History & Experience**

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| **McDowell Purcell Solicitors**The Capel Building,Mary’s Abbey, Dublin 7 | **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 involves investigating conduct, analysing files, and drafting reports.
* Skills include using initiative, having a keen eye for detail, and teamwork.
 | **25th June 2018 - present** |
| **Three Ireland,** 28/29 Sir John Rogerson's Quay, Dublin 2 | **Legal Assistant*** Provide legal resource for the in-house legal team of Three Ireland, a leading Telecommunications Company.
* Review a wide variety of legal documentation in relation to the telecoms network such as leases, licences and Master Site Agreements and input the relevant data onto a database.
* Skills include attention to detail, excellent organisational skills and the ability to take initiative.
 | **11th December 2017- 22nd June 2018** |
| **KOD Lyons,**31-33 Usher's Quay, Merchants Quay, Dublin | **Legal Intern*** Interned at a leading Criminal Defence 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.
* Achieved an in depth understanding of the practical skills of a lawyer.
 | **October 2017** |
| **Yankee Candles,**Jervis Shopping Centre, 125 Abbey Street Upper, North City, Dublin 1 | **Sales Associate*** Assisted customers in selecting and purchasing items. Carried out managerial duties while the owners were hiring a new manager.
* Tasks included operating the tills, cashing up, ordering stock and completing paper work at the start and end of the shift.
* Developed excellent interpersonal skills in engaging with the customers as well as leadership skills in managing the sales team.
 | **Summer 2017** |
| **Gurney’s Montauk Resort & Seawater Spa,** 290 Old Montauk Highway,Montauk, NY 11954 | **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 the seating area and ensuring that the bar was stocked.
* Developed communication skills in engaging with the customers. Displayed strong work ethic in providing excellent service to increase sales and customer loyalty.
 | **Summer 2016** |
| **D’arcy Horan & Co Solicitors,** Kingsbridge House, 17-22 Parkgate Street, Dublin 8 | **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.
 | **Summer 2015** |

**Volunteer Activities**

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| **Volunteer Tuition Programme** | **Volunteer (2016-2017)*** Tutored a 5th class primary school student once a week.
* The student had just moved to Ireland from abroad so he needed a lot of help to catch up with the curriculum.
* Balancing this commitment with college work was a challenging but rewarding experience
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| **Law Society, Trinity College Dublin** | **Communities Committee (2014-2015)*** Member of the committee which organised many events such as Law Day which is a day of fundraising for a named charity.
* Particular role involved organising a karaoke night as a means to raise money.
* Involved in pitching ideas for that years’ Jailbreak and helped to come up with the new rules for the competition.
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| **Special Olympics Ireland**  | **Volunteer (2010-2011)*** Trained Special Olympics athletes in basketball.
* Gained a lot of experience in this role such as leadership skills, communication skills and patience.
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**Languages:** Proficient in Irish and French. Basic level of Korean.

**Interests:** Music, drama, sport, travel.

**References**

References available upon request