**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 |
| **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. |
| **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. |

**Languages:** Proficient in Irish and French. Basic level of Korean.

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

**References**

References available upon request