**Carrie McMeel**

30 Grace Park Manor, Grace Park Road, Dublin 9

+353 85 1779709

carrie.mcmeel2@mail.dcu.ie

PROFILE

BCL graduate, with a Masters degree in International Law. I am a responsible, hard working individual with extensive legal experience. Looking to obtain a training contract for September 2017.

QUALIFICATIONS

**FE-1 Examinations:** Criminal Law (68%), Property Law (65%), Contract Law (57%), Constitutional Law (50%)

 EU Law (pending), Company Law (pending), Tort Law (pending), Equity Law (pending)

**National University Galway:** International Law (Upper 2H1) 2013 - 2014

**Dublin City University:**  Bachelor of Civil Law (BCL) (Upper 2H1) 2010 – 2013

**Skerries Community College:** Leaving Certificate (490 CAO points) 2004 – 2010

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WORK EXPERIENCE

**Hayes Solicitors- Legal Assistant (PPC) April 2015 - Present**

* Working as a Legal Assistant in the Property and Private Client Department in Hayes Solicitors. This experience has enabled me to work as part of a team and independently for senior partners, associates and solicitors in the firm. This involved liaising with internal departments and resolving issues proactively.
* Developed excellent communication and interpersonal skills, particularly in dealing with clients.
* Gained extensive experience in typical office duties such as photocopying, scanning and faxing.
* Experienced in typing, formatting, amending contracts and other legal documents as well as drafting completion statements and invoices.
* Handled confidential and sensitive documents with extreme care and professionalism.
* Experienced in using Legal Evolve, Opsis and Keyhouse technology.

**NUI Maynooth- Research Assistance for European Parliament  January 2015- February 2015**

* Role involved taking detailed attendances during confidential meetings.
* Drafted regular assignments for an interim report for the EU Parliament.
* Researching tasks such as CRO searches and drafting summaries on case law for Dr Doherty.
* Responsible for researching case law for the report such as providing a detailed synopsis on the judgement in the McGowan case.
* Due to the importance of this report I was faced with meeting important deadlines on various reports.
* Prepared lecture slides on PowerPoint for Dr Doherty on Employment Law and EU Law.

**FM Kelly & Co. Solicitors- Legal Intern May 2013-June 2013**

* Gained experience on Employment Law matters, Debt Collection, Personal Injury Litigation and Conveyancing.
* Attended court.
* Assisted solicitors during court hearings and compiled briefs for counsel.
* Took detailed attendances during meetings with clients.
* This role also involved scanning and binding a large amount of documents for trial and/or meetings.
* Communicated with clients on a regular basis on behalf of the firm and addressed their queries regarding progress on their case when required.

**Sheehan & Partners- Legal Intern June 2013-August 2013**

* Drafted Affidavits for vouching.
* Assisted counsel during court hearings.
* I took detailed notes during trials and presenting these to counsel.
* Compiled briefs for counsel.
* Filed documents in the courts offices.
* Gained experience in general office and clerical duties.
* Communicated regularly with clients in order to inform them of updates or to request information from them.
* I visited clients in Wheatfield & Mountjoy prison with a partner and took detailed attendances during these meetings.
* I collected Title Documents from other law firms and inspected them.
* Worked exclusively the Managing Partner in the firm and attended meetings on his behalf when required and I prepared reports for him.

**Ryan & Associates Solicitors- Legal Intern June 2010-June 2010**

* Gained experience in Conveyancing, litigation and probate.
* Carried out typical office duties: photocopying, filing, drafting letters, and preparing legal documentation.
* Engaged in legal research, particularly in relation to Probate law.
* Attended court.

**Tutor in Contract Law, Criminal Law & Introduction to Law September 2013- May 2014**

* Part-time registered tutor for LLM students in NUI Galway.
* I taught undergraduate law students and postgraduate law students the structure of the Irish Legal System.
* Drafted lessons plans for students.
* Corrected essays and assignments.
* Have developed excellent communication skills as a result of teaching students.

**McMeel’s Pharmacy- Part-time Sales Assistant May 2009- February 2015**

SKILLS, INTERESTS & ACHIEVEMENTS

* **IT Skills:**
* Proficient using Microsoft Word, Excel, PowerPoint and Outlook in a work environment.
* Experienced using Opsis, Legal Evolve & Keyhouse technology.
* Comfortable using either Microsoft or Mac Operating System.
* Familiar with researching using online resources.
* **Languages:**
* Native: English
* Conversational: French & Irish
* **Volunteering & Sport:**

- Participated in the Cycle Against Suicide, 1400km around Ireland (2014).

- Participated in the Wicklow 200 (200km) up the Wicklow Mountains (2014).

- Participated in the Darkness into Light Run (10km) for Pieta House (2014, 2015).

- Participated in the Mark Pollock “Run in the Dark” (10km) (2015).

- Boxing, strength and conditioning training.

- Interested in nutrition and cooking.

* Mooting, Debating & Journalism.

REFERENCES

Available upon request