**Chloe Burdock**

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**Education**

September 2018 - October 2022 **BCL (Clinical)** University College Cork

**Final Year Modules Overall: 2.1 (65%)**

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| Company Law **58%** | Law of Equity **58%** |
| Sports Law **67%** | Moot Court **PASS(PASS/FAIL)**  |
| Environmental Law **70%**  | Employment Law **62%**  |
| Humanitarianism and the Law **65%**  |  |
| Jurisprudence **68%** |  |
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**Third Year: Clinical Placement (PASS -PASS/FAIL)**

**Second Year Modules Overall: 2.2 (58%)**

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| Family Law  **63%** | International Human Rights Law **57%** |
| Law of Evidence **64%** | Economic Law of the EU **54%**  |
| Law of Property  **51%** | Commercial Law **58%** |
| Legal Skills (Clinical)**PASS(PASS/FAIL)** | Clinical Legal Skills: Presentation & Group Work **PASS(PASS/FAIL)**  |
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**First Year Modules Overall 2.2 (52%)** |  |
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| Foundations of the Legal System **51%**  | Criminal Law **42%** |
| Law of Torts **61%**  | Law of the European Union **55%** |
| Law of Contract **56%** | Legal Research and Writing **PASS(PASS/FAIL)** |
| Constitutional Law **48%**  |  |
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**Research Topics/Assignments****Legal Research and Writing** * Wrote many assignments throughout my 4 years of study.
* Relied on various articles, books, reports and caselaw in order to research for each assignment.
* Gained detailed knowledge of how the law applies in different aspects and also further strengthened my research, presentation, time-management and editing skills.

**Group Work Presentation*** Worked as part of a team of five to present on the issue of how cases regarding coercive control will be heard, under the Domestic Violence Act 2018, comparing it to how it’s prosecuted in other jurisdictions.
* Researched different topics and collated the information.
* Assumed responsibility for editing the information and design of the PowerPoint.
* Addressed fellow colleagues and lecturers to present our project, it was very successful.
* Acquired strong research, presentation and teamwork skills.
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| June 2018 **Leaving Certificate:** 495 points Mount Mercy College, CorkAccounting: H2 Business: H2 History: H2 English: H3 French: H3 Irish: H3 Maths: H6**Relevant Work Experience** **16 January 2023– present** **Pre-Trainee** **Philip Lee LLP*** Pre-Trainee in the Commercial Litigation Department working primarily with debt recovery, insolvency, vulture funds, and landlord and tenant matters.
* Actively involved in the running of cases including conducting client meetings and meetings with Counsel.
* Further developed my drafting skills in terms of drafting pleadings.
* Perfected my skills at timely brief and book making for Court appearances.
* Further developed my research skills when asked to prepare reports on any law applicable to our active matters and present the outcome to the team.
* Attended Case Management, Mention and Appeal hearings in the High Court, Circuit Court and Court of Appeal for ongoing matters.
* Actively drafting and sending formal letters and emails.
* Undertook administrative tasks such as signing off on invoices, setting up weekly team meetings and logging key dates in the relevant calendars, flagging filing deadlines to the team.
* Acting as Trainee representative on the Social, Green, CSR and Pro Bono Committees.
* Took part in a variety of events such as the Calcutta Tag Rugby tournament, five a side soccer and darkness into light walks.

**10 October 2022 - 9 January 2023 Legal Intern Hayes Solicitors LLP*** Developed vast legal experience in my position as legal intern with the Healthcare Department.
* Undertook brief and book making for Counsel for upcoming Mediations.
* Wrote up detailed Chronologies for active matters.
* Further developed my skills in terms of formal letter writing and emailing, including letters and emails to the clients, experts and Counsel.
* Attended partners, associates and Counsel at Mediations.
* Regularly liaised with clients, Counsel and solicitors for the other side throughout active matters.
* Regularly liaised with experts.
* Acted as Intern representative on the Social Committee.

**28 July 2020 - 10 September 2021 University Placement Kiely Solicitors** * Developed significant conveyancing experience on a day to day basis from property purchases and sales.
* Handled the general onboarding of new clients.
* Interacted with banks and other solicitors firms, thus interpreting various documents and communicating client information.
* Acquired commercial and corporate experience from being brought into a variety of different projects:
* Assisted in the running of a bridge-round funding project for a Swedish medical devices company.
* Informed of workflows/processes within a client’s hiring procedure in order to review Compliance with Diversity Hiring Progress and Legislation across the EU, UK and North America.
* Completed Freedom to Operate Searches, Classification reviews and preparations of Trademarks for registration in Ireland.
* Assisted Solicitors regarding IP strategy meetings in relation to Registration.
* Assisted with Company Secretarial Corporate Projects.
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| **18th-26th April 2016** **Transition Year Intern** **Frank Buttimer & Co. Solicitors*** Accompanied solicitors to hear cases in the Court.
* Acted as front of house.
* Responsible for making calls, taking calls from clients and forwarding them to the relevant solicitor.
* Observed various meetings.
* Responsible for sending paperwork to banks and other solicitors’ offices.
* Undertook administrative roles, such as printing, scanning and copying.
* Responsible for retrieving and sending out post.
* Responsible for obtaining and retrieving sworn legal documentation.
* I have added value to this work experience as I made a presence in the workplace by making my skills known and helping staff with their workload.

**Additional Work Experience****October 2019 - October 2022** **Fragrance Consultant/Beauty Specialist** **Boots** * Worked in a pharmaceutical, beauty retail store throughout different periods.
* Greeted and approached customers in order to assist them with products, stocked shelves, demonstrated products and worked on tills.
* Provided excellent advice, carried out tutorials, makeovers and gave exceptional customer care and service.

**August 2017- October 2019** **Production Operations Associate** **DELL EMC** * Worked on a production line with other staff manufacturing motherboards, as a five-member team.
* Scanned parts into the SAP system, batched and logged parts into a traceability system, inspected boards after test, undertook stock control duties as required.
* Developed excellent organizational, procedural and time management skills, in addition to team and problem-solving skills, as I identified problems and how they could be solved.
* Gained leadership skills as I was entrusted to ensure the line ran smoothly and that our orders were processed on time.

**IT Skills** * Skilled in using legal databases such as Practice Evolve, DMS and LEAP.
* Skilled in formal letter writing.
* Skilled in composing formal emails.
* ECDL qualified.
* Skilled in using Outlook, Word, Excel and PowerPoint.
* Skilled in using stock control systems i.e. SAP and Traceability.

 **Skills Profile*** **Teamwork:** Worked in a team for a group presentation during my degree. Gained teamwork skills in the course of my many work experiences.
* **Communication:** Acquired great communication skills from working in retail and in my Clinical Placement by interacting with clients and other professionals.
* **Problem Solving:** Developed a great skill for problem solving in my various work experience positions.

**Interests and Achievements*** Former member of the UCC Law Society.
* Former member of UCC FLAC.
* Former member of UCC Dance.
* Former member of the Performers Academy Stage School.
* Enjoys spending time with family and friends.
* Sports enthusiast.
* Lead a Young Social Innovators project in 2016, that came 2nd.
* Passionate about travelling and experiencing different cultures.
* Animal welfare enthusiast.
* Consistently involved with charitable organisations and CSR initiatives.

**References:**Academic: Dr Dug Cubie, Lecturer, School of Law, d.cubie@ucc.ieWorkplace: Eimear Collins, Partner, Philip Lee LLP, ecollins@philiplee.ie  |
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