Chloe Flynn

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**EDUCATION**

**Law Society of Ireland October 2017**

I completed four FE1 in the October 2017 sitting, and I am currently studying for the March 2018 sitting.

**Presentation Secondary School Tralee September 2008 – June 2013**

I completed the Leaving Certificate in 2013 achieving 450 points.

**University of Limerick, Castletroy, Limerick September 2013 – May 2017**

I graduated from the University of Limerick on the Law Plus Programme, achieving a 2:1 degree.

**RELEVANT WORK EXPERIENCE**

**Legal Intern Comyn Kelleher Tobin Solicitors June 2017 – August 2017**

* I worked with a number of solicitor’s in various areas of law including; employment, family and probate law.
* My duties included researching, file management, drafting emails, and attending court.
* I was also responsible for the organisation of the post in the mornings and evenings.
* My time management and research skills were greatly enhanced working in high pressure environment.

**Legal Assistant Mason Hayes & Curran May 2015 – Jan 2016**

Tax Advice

* I assisted solicitors with conducting research, filling stamp duty, billing and reviewing tax deeds.
* I attended client meetings and conference calls.
* I have been trained using the filesite and elite systems for case management and billing.
* My experience in Tax Advice strengthened my research and communication skills.

Employment Law and Benefits

* I worked closely with the education team, and
* My duties included researching, file management, corresponding with clients, and attending court.
* I gained valuable experience in litigation, as I attended numerous mediation hearings.
* I was also given the opportunity to work alongside other trainees on a number of projects, including a pro bono project, which strengthened my teamwork and communication skills.

**OTHER WORK EXPERIENCE**

**Receptionist Killarney Royal Hotel June 2016 – April 2017**

* My role as a receptionist has developed and enhanced my communication, interpersonal, time management and problem solving skills, which I believe, will serve me well in my law career.
* I was faced with many challenges which required me to think on my feet in a fast paced environment whilst still being able to provide a quality service to guests and customers.
* If a manager was not on duty during my shift I assumed their role whilst balancing this with my other duties.
* My daily responsibilities included checking in guests, making sure all their needs were attended to do, I was responsible for the housekeepers daily duties list, the restaurant reservations, and the menus for the bar and restaurant. I was also responsible for the daily accounts of the reception and the restaurant.

**Sales Assistant Primark Stores Limited May 2014 – Janurary 2015**

**Sales Assistant Dealz August 2013 – May 2014**

**Sales Asssistant Next Retail Limited August 2013 – May 2014**

**INTERESTS**

* I love travelling and experiencing different cultures, this past summer I travelled to Nepal where I visited Kathmandu, Chitwan and Pokhara. I also spent four week in America, where I visited Chicago, Boston and New York.
* I regularly attend Zumba dance classes in Tralee.
* Since visiting Nepal I have become interested in mountain climbing and I hope to climb to base camp before 2023.

**Law Society, University of Limerick**

* I was an active member of the UL Law Society throughout my four years in the University of Limerick.
* Careers & Academic Officer (2014/2015), this role involve organising workshop and seminars throughout the year, including; a peer mentoring programme, mooting, CV and interview workshop. I also organised a Careers Evening, one of the biggest events of the society's calendar.
* Law Ball Convenor (2016/2017), organising the Law Ball, which caters for approximately 250 people. My duties as Convenor included; chairing committee meetings, organising theme, venue, entertainment, advertisement and I was also responsible for the maintenance of the budget.
* First (2013/2014) and Third year representative (2016). I also regularly provide ad hoc assistance to other members of the society in order to ensure the successful running of the society.

**ACHIEVEMENTS**

* I was the runner up of the UL Matheson Prize 2014 for achieving the second highest score in Contract Law.
* The summer of 2017 I travelled to Nepal with Idex, a non-profit volunteer organisation based in Asia. I held two fundraisers in UL, a table quiz and bake sale and I raised €3000 to travel to Nepal and volunteer. I spent four weeks there, and I volunteered in a primary school teaching English to students from five to twelve years old. In the evenings I would also volunteer in the orphanage for disabled children, where I would assist them with homework, washing clothes, painting and playing with the children.
* I won Kerrys Got Talent in 2011. I was a member of a fifteen-person dance academy 'Sizzel and Stomp'. We performed on three of the Rose of Tralee stages, and trained for up to eight hours a day in the run up to the competition rounds. We won a monetary price as well as being afforded the opportunity to be the opening act for a Jedward concert in Ballybunion, and perform in the Rose of Tralee parade.
* I have been a fully licensed driver since 2013.

**References available on request**