

Ciara O'Keefe

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Summary

Enthusiastic FE1 candidate with legal experience in a reputable Dublin law firm, within their litigation and dispute resolution, licensing and white-collar crime team. BCL graduate from Maynooth University. Due to complete my FE1 exams in full by March 2022.

Education

August 2020 – Present
FE1 exams passed

Contract Law – 50%

Tort Law – 59%

Equity and Trusts – 55%

EU Law – 60%

September 2015 – June 2019

Maynooth University BCL Clinical 2:1 Honours
(Final grade – 63%)

September 2009 – June 2015

Mount Sackville Secondary School Chapelizod, Dublin 20

Employment History

June 2019 – January 2021 Retail Supervisor, Timberland Clothing Ltd.

Responsibilities:

- Developed leadership & communication skills.
- Analysed revenue generated and balanced cash books.
- Managed a team and delegated tasks to them.
- Reviewed and updated stock levels, monitored customer satisfaction.
- Excellent organisational skills.

May 2018 – August 2018 Group Lead, Camp Kostopulos Summer Camp, Salt Lake City, Utah.

Responsibilities:

- Managed welfare and assisted in daily routine of campers.
- Facilitated and lead activities in an engaging and positive manner.
- Monitored campers to ensure compliance with camp rules and to prevent accidents.

Achievements:

- Team Player.
- Excellent communication and interpersonal skills.
- CPR, AED and de-escalation training.
- Ability to multi-task.

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September 2017 – April 2018 Co-Op Placement Student, A&L Goodbody Solicitors, IFSC.

Responsibilities:

- Prepared briefs to counsel and court documents while adhering to tight deadlines.
- Drafted licence agreements and attended the licensing office.
- Reviewed excel spreadsheets and e-briefs, including use of PDF docs.
- Researched case law and legal principles.
- Ability to handle and organise a diverse portfolio of cases.
- Recorded court dates and attended court on a weekly basis.

Achievements:

- Problem Solver within a fast-paced environment.
- Proficient use of Microsoft Word, Outlook, Excel and Power-Point.
- Strong attention to detail, diligent approach to tasks and presentation skills.
- Pro-active thinker. Ability to work on own initiative and meet tight deadlines.
- Excellent interpersonal skills, team player, highly motivated individual.
- Thoroughly enjoyed dynamic nature of the workload and responsibility for own tasks.

November 2015 – June 2017 Sales Assistant, Next Clothing (Part time during college).

May 2015 – August 2015 Receptionist, Cullen & Co Solicitors, Inchicore.

Achievements and Volunteer Work

- Student liaison within A&L Goodbody with overall responsibility for the wellbeing of Co-op students.
- Assisted in pro-bono applications for asylum seekers.
- Treasurer for the Access Committee 2018 – 2019.
- Co-ordinator for Maynooth orientation programme 2016 – 2019.
- DARE (Disability Access Route to Education) representative for students.
- Member of the Law Society in Maynooth University.
- Member of the Free Legal Aid Clinic in Maynooth University.
- Captain of ladies hockey team in Maynooth University.
- Regular runner, participating in numerous charity events in aid of Pieta House and Irish Breast Cancer.
- Currently in training for a half marathon in 2022.

References

Nessa Kiely

Head of Co-Ops and Trainees,
A&L Goodbody Solicitors, IFSC.
nckiely@algoodbody.com

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Simon Li

General Manager,
Timberland, Liffey Valley SC, Dublin 22.
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