**Ciara Claffey**

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**PERSONAL PROFILE**

Driven by my varied and extensive experience in commercial law, personal injury law and enforcement, I have developed a passion and motivation to continue to enhance my career in corporate and commercial law. I’m a highly motivated and enthusiastic law graduate and FE-1 candidate with the ambition to succeed in corporate and commercial law. I graduated with a high 2.1 (67%) and an overall ranking of 14. I am an experienced legal professional with excellent communications and inter-personal skills, adept at working both individually and collaboratively. I have strong legal research and writing skills and can effectively convey complex legal concepts and information. Multiple legal roles have provided valuable insights into the working of a law firm reinforcing commitment to a career in law. An enthusiastic and driven learner, interested in a legal traineeship to continue to apply and build on existing knowledge and skills and eager to contribute to a dynamic legal team as a trainee.

**SKILLS AND COMPETENCIES**

**Legal research and analysis –** experience in researching and synthesizing information from a variety of sources to develop insights into legal issues.

**Communication skills and relationship building –** proven ability to communicate effectively and build rapport and strong relationships with clients.

**Teamwork and collaboration –** demonstrated capability to work effectively in a wide variety of teams and in diverse work environments.

**Attention to detail –** diligent in reviewing documentation and in preparing accurate submissions.

**Adaptable and resilient –** adapted to a variety of working environments and demands and demonstrated resilience and the ability to learn from experiences.

**Time management and organisation –** can prioritise tasks and meet deadlines in a fast-paced environment.

**Problem solving –** the capacity to explore issues from a number of angles to enhance decisions made

**Technical skills –** proficient in Microsoft Word, Excel, PowerPoint, Key House & iManage case management systems.

**EDUCATION**

**Dublin City University: Course of study: BCL (Law & Society) 2019 to 2023**

Overall result: 2.1

**PROFESSIONAL EXPERIENCE**

**Legal Intern, Philip Lee LLP, Commercial Litigation team 25/03/2024- present**

* Assisting with preparation of mediations, arbitrations and trials in the Circuit Court, High Court and Commercial Court.
* Preparing internal and external correspondence with clients, counsel and senior colleagues.
* Conducting legal research on issues regarding contractual, financial services, construction and defamation disputes.
* Assisting in large scale discovery, ensuring documents are reviewed according to strict deadlines.
* Taking comprehensive minutes of client consultations and meetings with counsel and circulating same in a timely manner.
* Drafting legal pleadings, such as affidavits and statutory declarations, ensuring accuracy and compliance with legal standards.
* Lodging documents in the Central Office of the High Court according to practice court directions.
* Member of the Pro-Bono Committee and Social Committee.

**Legal Assistant, Ennis & Associates Solicitors 25/09/2023- 20/03/2024**

* Supporting solicitors specialising in civil and commercial litigation in the management of their cases and preparation for trial.
* Creating and maintaining files relating to employers’ liability, public liability and personal injury cases, ensuring accurate and up to date information is on file.
* Providing administrative support including answering phone calls, and co-ordinating meetings and consultations, in often distressing and stressful life periods for the clients.
* Attending court appearances and motions in the Four Courts.

**OTC Shop Assistant, Doyle’s Pharmacy Clontarf 13/07/2019-03/07/2023**

* Advising patients and customers on OTC medicines and dealing with any queries/concerns.
* Assisting the pharmacist in examining prescriptions and dispensed medications.
* Offering cosmetic consultations to customers and attending regular cosmetic training days.
* Assisting with store opening and closing.
* Dealing with customer queries and concerns during the Covid-19 pandemic.
* Ensuring absolute compliance with HSE guidelines in order to adhere to Covid-19 procedures and ensure utmost safety for colleagues and customers, taking special care with high-risk and vulnerable patients.
* Assisting in the management and control of stock and handling cash/organising cash-flow.
* Working as part of a team to ensure the smooth running of the pharmacy and to deliver an excellent customer service.

**Sales Assistant, Footlocker, Vancouver, Canada 01/06/2022-31/08/2022**

* Worked as part of a team in the Footlocker ‘powerstore’, which is Canada’s largest Footlocker store.
* Performed in a high pressure, very fast paced environment while maintaining excellent customer service.
* Exceeded daily targets and received regular positive feedback on customer surveys.
* Attended regular training in order to provide accurate advice to customers and assist them in footwear choices.

**Legal Intern, Central Bank of Ireland, Unauthorised Providers Unit and Protected Disclosures Desks**

**21/09/2021 – 23/05/2022**

* Supported the Unauthorised Providers Unit (UPU) and the Protected Disclosures Desk (PDD), effectively balancing my time and workload emanating from two busy teams, requiring strong organisational and time management skills.
* Assisted and supported the UPU team in their investigations and case work of persons or firms who do not hold the correct authorisation to provide financial services, demonstrating my ability to problem-solve and think critically.
* Responsible for the closure of the UPU teams’ cases, including drafting press statements, managing internal and external correspondence and closure of case files to support the delivery of appropriate enforcement outcomes.
* Completed and managed Post-Warning Notice checklists.
* Processed protected disclosures, handling correspondence with reporting persons, processing and assigning them to the correct supervisory division, and following up to ensure completion.
* Reviewed of the updated protected disclosure legislation and summarised significant changes for use in internal procedures.
* Comprehensively managed an administration role during the Covid-19 pandemic, while ensuring utmost safety and compliance with health regulations.

**ACHIEVEMENTS**

Two FE-1 Examinations completed (Property and Equity), and two pending results.

Grade Eight (Distinction) Royal Academy of Ballet, Metropolitan School of Ballet.

Gymnastics Ireland Level 6.

Gaisce Bronze and Silver Medals awarded.

ECDL (European Computer Driving Licence) completed.

Mooting – 1.1 in college competition.

**INTERESTS & HOBBIES**

Travelling - I worked and travelled in Canada in 2022, and travelled Vietnam, Thailand and Cambodia in 2023.

Exercise.

Reading.