

Curriculum Vitae

Ciara Cornyn

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Objective

A Conscientious, dependable final year law student with strong work ethic seeking a role as a graduate trainee with a successful, progressive and dynamic law firm to compliment university studies and gain exposure to wide ranging legal challenges.

Education

2014 - Present	Maynooth University, Maynooth, Co.Kildare, Ireland. Bachelor of Laws (LLB)
First Year Modules :	Pass
Second Year Modules:	Second Class Honours Grade 2
Third Year Modules:	Second Class Honours Grade 2
Fourth Year Modules:	*Expected Second Class Honours Grade 1
2008 - 2014	Dundalk Grammar School, The Crescent, Dundalk, Co.Louth, Ireland.

Employment

Legal Work Experience

June 2017 - September 2017 Barry Healy & Company (State Solicitor), Laurel Lodge, Hillside, Co.Monaghan.

Summer Intern	- During the Summer I worked within the criminal and personal injury divisions of the firm.
Criminal	- Assisted with the preparation of Books of Evidence - Drafting of Court Summons' and letters to An Garda Siochana and the Director of Public Prosecutions
Personal Injury	- Attended Court and completed watching brief's - Drafted client letters - Attended client meetings - Prepared client files.

May 2016 - July 2016 Eugene F Collins, Temple Chambers, 3 Burlington Road, Dublin 4, Ireland.

Summer Intern - During my 6 week placement I spent time in both the commercial and litigation departments

Commercial - In the commercial department I worked predominantly with the company secretary
- Preparation of conversion documents
- Preparation of B10's & B2's
- Updating director details, annual return date and financial year ends
- Assisted administration staff with research and other duties
- Attended daily meetings with partners
- Attended court and took attendance

Litigation - Assisted with the preparation of client files
- Attended Client meetings and conference calls
- Attended court

Other Work Experience

2009 - Present Rockfort Eggs Limited (Weekend Work)

2016 - 2017 The Nest Box Egg Company Limited
Summer work - Reception

2015 Supervalu Castleblayney
Summer work - Cashier

Skills
-Computer - Good working knowledge of Microsoft Word, Powerpoint, E-mail and Internet
-Language: Spanish - conversational
-Strong organisational and time management skills with ability to prioritise tasks and meet deadlines
- Excellent communications and interpersonal skills gained through course work, employment and extracurricular activities

Interests & Achievements

- Active member of Maynooth Cancer Soc and partake in the organising of fundraising events throughout the year such as Daffodil Day, Movember and Relay for Life
- ECDL
- Showjumping at a competitive level
- Full driving licence
- I attend the gym 5/6 times weekly and particularly enjoy swimming

References

Employment Mr Barry Healy (State Solicitor) - Healy Law, Laurel Lodge, Hillside, Co.Monaghan.
Telephone (047) 71556 E.mail barry@healylaw.ie

Academic Ms Alice Harrison -NUIM Dept.of Law
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