

CIARA MCCONVEY

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PROFILE

I am an honest, hardworking individual with a keen interest in Law. I have graduated from Dublin City University, where I received a 2:1 in a BA (joint) Hons degree in Law and Media Studies. I also have passed 6/8 FE1 exams.

I consider myself to be reliable, enthusiastic and self-motivated, I have worked in different areas in order to explore my options all while studying and completing 3 years in college. I enjoy working as part of a team, however I also work well autonomously. I have acquired good time management, planning and communication skills, both written and oral, gained through my professional experience and my studies. I am a proficient user of the Microsoft Office Suite and an intuitive learner.

EDUCATION

❖ **Dublin City University** Sep 2014 — Nov 2017

BA (Joint) Hons Law and Media Studies - Overall Result: Second Class Honours Grade 1 (2:1)

Dublin

Modules: 1st Year

History and Structure of Media, Introduction to Communication Studies, The Irish Legal System, Legal Research and Methods, Law of Torts, Analysing media content, Cultural Studies, Constitutional Law and Advanced Torts.

2nd Year

Media Audiences (57%), Social Media and everyday life (68%), The Law of Contract (46%), European Union Law (43%), Criminal Law (56%), Media and Power (64%), Advanced Criminal Law (57%), Advanced Contract Law (57%) and Advanced EU Law (50%).

3rd Year

Media Law (66%), Company Law (68%), Property Law (64%), Trusts Law (35%), Media Religion and Society (63%), Press and Public Relations (65%), Advanced Company Law (69%), Advanced Property Law (42%), International Human Rights Law (56%), Media and Cultural Diversity (59%), Science Technology and Society (62%) and Television Drama (60%).

❖ **Skerries Community College** Sep 2009 — May 2014

Leaving Certificate

Skerries, Co. Dublin

HL subjects; English B1 Geography B3, Art C2, Home Ec C2, Biology C1. OL subjects; Irish B2, Maths C1

EMPLOYMENT HISTORY

❖ **Legal Assistant , Primark Co Ltd** Jan 2020 — Present

Dublin City Centre

Main role: Data Protection Communications

- Maintain awareness within the organisation of the importance of adhering to Data Protection.
- Support complex and varied training and communication requirements in a high dynamic retail environment.
- Monitor stores and ensure data protection compliance in line with Employee rights.
- Handle all Subject Access Requests, complaints from Data subjects and breaches; including CCTV requests, Right to erasure of Data requests and requests for all information on a data subject in accordance to GDPR requirements.
- Arrange and monitor GDPR training across the organisation via an E-learning training system.
- Liaise with Primark office's across the world to ensure Data Protection compliance in accordance to regulations set out by specific country (Includes US, UK, Germany, Spain, France, Italy, Poland, Slovenia, Austria and the Netherlands).
- Assist with review of contracts in accordance of the Anti-Bribery and Corruption Act.
- Review and determine supplier contracts and their risk status.

- ❖ **Legal Intern , Eversheds Sutherland Dublin** May 2019 — Jan 2020
Dublin City Centre
 - Working with the team in Order Enforcement in the Residential Tenancies Board (The RTB); enforcing the legally binding Determination Order which is issued at the end of a dispute resolution.
 - Dealing with P.O.P cases (People bring their own proceedings); compiling case file papers to solicitors selected by a person seeking compliance with a Determination Order.
 - Process legal assistance requests; organising and creating case file reviews for cases requesting legal assistance; sending a synopsis of the case to a Director within the RTB in order to decide whether or not legal assistance will be granted.
 - Processing Formal Offers of Legal Assistance forms by compiling case file papers to a panel solicitor selected by a person seeking compliance.
 - Liaising with the RTB's legal body, Eversheds Sutherland in relation to summons service requests and cases dealing with repeat offenders.

Projects: Guidance note on Rent Arrears, The Bank of Legal Advice's, The Future of Co-Living in Ireland, Guidance note on the Designation of Rent Pressure Zones and a Guidance note on Rent Reviews.

- ❖ **Assistant Restaurant Manager , Gourmet Food Parlour** Jun 2018 — Jan 2019
Skerries, Co. Dublin

Achievements: Best Presented Business Premises in the Fingal Business Excellence and CSR Awards

- ❖ **Waitress - Restaurant Supervisor, Dollard & Co (PressUp Entertainment Group)** Aug 2017 — Jun 2018
Dublin City Centre

Achievements: Nominated for 'Best floor Staff' in the Diageo Ketel One Cocktail Awards 2018

- ❖ **Legal Intern , DWF LLP** Dec 2017 — Jan 2018
Dublin City Centre
 - Interacted with scores of clients and assisted with case organization
 - Ran small office errands and handled customer inquiries.
 - Created and managed client database to ensure timely case completion.
 - Proof read documents for Partners and other solicitors.
 - Photocopied/Filed and compiled booklets for court cases.
 - Research topics relating to projects and cases within the firm, e.g Developments in renewable energy in Ireland/ Data Protection Act (GDPR).
 - Analysed law sources, including statutes, recorded judicial decisions and legal articles.

- ❖ **Waitress , The Oak Dublin** Oct 2016 — Aug 2017
Dublin City Centre

- ❖ **Waitress, Bubba Gump Shrimp** May 2016 — Aug 2016
Santa Monica, Los Angeles, CA, USA

- ❖ **Sales Assistant , Longchamp (Arnotts Department Store)** Oct 2015 — May 2016
Dublin City Centre

- ❖ **Sales Assistant , Belleek Living (Arnotts Department Store)** Mar 2015 — Sep 2015
Dublin City Centre

- ❖ **Loyalty Card Promoter - Technical Customer Service agent, Arnotts Department Store** Aug 2014 — Feb 2015
Dublin City Centre

HOBBIES

I was part of DCU's Law Society and participated fully in meetings and events. I was also a member of the DCU FLAC (Free Legal Advice Centre) Society.

I enjoy travelling, I have inter-railed throughout Europe (Amsterdam, Rotterdam, Antwerp, Brussels, Bruges, Frankfurt, Paris)

I have worked and travelled throughout the US and bag packed by myself throughout Thailand for 3 weeks in May 2018.

REFERENCES

- ❖ **References available upon request**