

Ciara O'Keefe

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Personal Summary

FE1 candidate, with experience working in litigation and dispute resolution in a large Dublin law firm. Eager to develop my legal knowledge and understanding of complex areas of the law within a client focused and progressive firm.

Education:

September 2015 – September 2019 Maynooth University, Maynooth, Co. Kildare

BCL Clinical Law and Business

Grade Point Average 2.1 (63%)

September 2009 – June 2015 Mount Sackville Secondary School Chapelizod, Dublin 20

Employment History:

June 2019 – August 2020 Timberland, Liffey Valley Shopping Centre

Position: Supervisor and Key Holder

Responsibilities:

- Dependent, as a key holder and supervisor in busy retail environment.
- Analysed revenue generated on a daily basis and balanced cash books.
- Management of a team and delegated tasks.
- Persistently motivated team to achieve daily targets.
- Liaised with principles of the company and senior management.
- Reviewed and updated stock levels, monitored customer satisfaction.

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

Position: Group Lead and Camp Counsellor

Responsibilities:

- Managed camper welfare and assisted in daily routine of campers.
- Executed and led activities.
- Co-ordinated a team of counsellors and planned rotas on a weekly basis.
- Enhanced communication and empathy with regard to the emotional needs of campers and their families.

September 2017 – April 2018

A&L Goodbody Solicitors, IFSC, Dublin

Position: Co-op Student (Intern)

Responsibilities:

- Prepared briefs to counsel and court documents under tight deadlines.
- Drafted licence agreements and attended the licensing office.
- Reviewed excel spreadsheets and e-briefs including use of PDF docs.
- Research of 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:

- Efficiency within busy environment while maintaining a high standard of work.
- Accuracy of documents, methodical approach to tasks and presentation skills.
- Ability to work on own initiative and follow through on assigned work.
- Developed interpersonal skills, though communication in a professional environment.
- Thoroughly enjoyed dynamic nature of the workload assigned and responsibility for own tasks.

November 2015 – June 2017

Next, Liffey Valley, Dublin

Position: Sales Associate – Part time work during college.

Hobbies:

- My hobbies include cooking, walking my dog and running. Running provided a welcome distraction while studying for my FE1's.
- I enjoy reading, and listening to podcasts, particularly in relation to current affairs, The Daily by the New York Times being my go-to.
- Member of the Law Society (Maynooth), Free Legal Aid Clinic, (Maynooth), Captain of Ladies Hockey Team (Maynooth) and Access Society (Maynooth).
- Co-ordinator of orientation programme, *Launchpad*, for incoming Maynooth University students, for five years.
- DARE (Disability Access Route to Education) representative for students and treasurer for the Access Committee 2018/2019.
- Co-host on MARS FM, Maynooth University radio show.

Nessa Kiely

Head of Co-Ops and Trainees,
A&L Goodbody Solicitors, IFSC.

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Simon Li

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