Ciara Rose

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# Education

2016-2020 National University of Maynooth: Bachelor of Law LLB

2010-2016 Manor House School, Raheny, Dublin 5.

#  Leaving Certificate (410 points)

 English (B2) History (B1) Business Studies (B1) Irish (C2)

## Legal Work Experience

**2020 – 2021 Maurice Leahy Wade & Co Solicitors:**

## I have previously worked as an intern within `this prestigious legal firm based in Swords, North County Dublin. I have been trained extensively with Key House case management system. I have completed cyber-security training cert within the company. I have specifically focused on my development within the Family, Litigation and Conveyancing departments. I consistently liaise with clients and colleagues. I have travelled to the courts to attend case progressions and assist counsels on varying cases.

*2019* **KODLyons Criminal and Human Rights Firm:**

4-week summer internship programme criminal law firm and immigration department. I dabbled in both these departments I found the criminal aspects and medical negligence the most intriguing to read and study. I was entrusted with creating briefs, calling, and attending to clients both in the courtroom and the office. I was taught valuable lessons of etiquette in the courts and how to approach a case with making applications and such.

*2018* **McCartan and Burke Solicitors***:*

Summer placement in which I experienced shadowing the leading partner to meetings with clients and to the Four courts. I managed reception for a short period of my 4-week placement. I was introduced to the online legal system which was used to research internal cases and the documents needed. I was entrusted with creating briefs for the barristers associated with the firm and solicitors. I also took reports of the meetings with clients and briefs before attending settlement meetings in the court.

*2016 -2017* **Shadow Barrister Nicola Cox:**

A year of college term, I had the opportunity to shadow Ms.Cox in her professional workdays. I attended court and took notes of the trial. I followed Ms.Cox as she researched in the law library for oncoming cases and how she briefed the clients before attending court. I was attentive in learning the running of courtrooms and extremely interested in the Criminal law proceedings.

**Other Work Experience**

2016 - 2020 **River Island (Retail Shop – Swords, Dublin)**

I have worked with River island for 4 years. I originally started my position as a retail assistant in the Ilac Branch in Dublin City Centre. I transferred to Swords which has made my commute easier. I am trained in every area of River Island, tills, stockroom, delivery, tagging and administrative. I have been required to step up as supervisor and travel to the Navan branch on several occasions to help with the running of the store. I am a senior sales assistant and would have relatively more responsibility than a normal part-time contract would.

## Voluntary Work

**2014 – Present:** **Irish Dancing Teacher**

I have volunteered from a very young age with my local Irish dancing school. I have been a member of the organisation since I was 3. I have volunteered on early mornings and late evenings to teach the younger children and prepare them for competitions when my teacher is unavailable. Recently I organised a St. Patricks Day charity dance in the local Ayrfield Community Centre, which raised funds to keep the centre open.

2018 **Orientation Leader:**

September of 2018, I volunteered as an orientation leader with my college, NUIM. I became the face of Maynooth for the incoming first year students. I gave tours, organised the social media aspects of the events and gave a helping hand to any students worried, lost or lonely. Although orientation only lasts 2 weeks, as a leader the job is full time representation of the college.

## Other skills

# Legal Research

I am competent in the use of legal research databases through college and my work experience with Ms. Cox and McCartan and Burke and Maurice Leahy Wade & Co. I have a complete understanding of Westlaw.ie/UKm Irlii.org and Bailii, Justis, LexisNexis (for international case law). Similarly, to this I am accustomed to using the courts.ie to find relevant cases and when they’re taking place. Being in the courts with Ms.Cox it was necessary for me to be a fast typist and think quick on my feet.

# Computer skills

Good knowledge of Microsoft Excel & Microsoft Word. I have also undertaken various IT courses at University to improve and I am a regular user of email and internet. I have completed 7 modules of the ECDL computer course. I have operated an internal legal research system in McCartan and Burke firm as well as using research forums in college, such as Justis, Westlaw, LexisNexis.

# Communication

Excellent interpersonal and communication skills. I have been an active member of the debating team during my school years. My job and volunteer work has ensured I have the best communicational skills to sell stock and communicate with children. Importantly I have held positions which have required me to use phones in reception and use fast-typing skills for note taking in the courtroom.

## Personal achievements

* Attended a DCU web course and won the best IT web design competition – (2014).
* Completed 10 Grades in Irish dancing with ÁN Chódhail organisation (2001 – 2019).
* An active member in the Maynooth Law society and European Law society (2016 – 2020)
* Mentor and Prefect through my Penultimate and Last year in Secondary school (2014 – 2016)

## Interests & activities

 - Competitive Irish Dancing and training.

 - Avid Gym user and member for several years.

 - Advanced and confident in the use of computers and technology.

## References

Available on request