Claire Connor

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Dedicated and experienced Masters of Common Law candidate with a high level of business acumen seeking to pursue a career at Byrne Wallace.

**Education:**

University College Dublin, Masters of Common law (September 2017- May 2019).

University College Dublin, Bachelor of Commerce (September 2013- May 2016).

Loreto Secondary School Bray, Leaving Certificate (September 2011-June 2013).

**Experience:**

 **Support Colleague, PC World**

Dublin, Ireland(October 2017-Present).

I am currently employed part-time at PC World. My role involves providing customer support and carrying out store administrative work.

* Completing daily reports to ensure all relevant documentation is accounted for.
* Processing customer transactions in a professional and timely manner.
* Processing and arranging customer online orders.
* Processing returns with the relevant duty manager.
* Communicating with customers by phone to resolve any queries or problems.

**Legal Intern, Ward Solutions**

Citywest, Dublin, Ireland (May 2018-August 2018).

Completed and 11-week Legal Internship working directly with the Head of Legal and Compliance.

* Assisted the in-house solicitor with drafting documents, contracts and policies.
* Carried out targeted research on data protection cases and GDPR.
* Responsible for keeping track of ongoing contracts between the company’s various clients and suppliers.
* Filed, scanned and saved documents to ensure all relevant contracts were accounted for.

**Human Resources Intern, Arbella Insurance**

Boston, Massachusetts, United States(September 2016-September 2017).

After completing from my undergraduate degree, I secured a year-long graduate position at Arbella Insurance. Arbella is a regional and casualty insurance company based in New England.

* Drafted onboarding materials and offer-letters.
* Administered employee files to ensure proper documentation.
* Administered weekly reports of new hire and termination details.
* Assisted with pre-employment processes by using HireRight, Cornerstone and Workday.
* Scheduled interviews for managers with candidates ranging from entry level roles to VP positions through Microsoft Outlook
* Coordinated the 2-day Executive New Hire Orientation with new hires and executives.
* Represented Arbella at campus career fairs in the Greater Boston Area.
* Processed department invoices, including company health benefit invoices.

**Extracurricular Activities and Interests**

**International Commercial Arbitration:** Participating in a clinical commercial arbitration module. This involves being coached by a barrister for the next 6 months. Our team will be representing UCD at the Wilhelm C. Vis International Arbitration Moot competition which will be held in Vienna in March 2019.

**US Embassy Youth Council 2018**: Accepted onto the US Embassy Youth Council for 2018. The primary purpose of the Youth Council is to give the US Embassy the opportunity to engage with young leaders in their respective fields.

**Negotiation Competitions:** I have competed in three negotiation competitions to date. The competitions simulate legal negotiations in which law students, acting as lawyers, negotiate a series of legal problems.

**Class Representative:** Nominated by my master’s class group to be Class Representative. I attend Law School Board Meetings on behalf of my class, where I have the opportunity to discuss improvements that could be made to the programme. I also arrange social events for my class.

**GAA Football:** I played GAA Football in Boston and train with my local club during the Summer months.

**Skills and Competencies**

* **Microsoft** **Office:** Access, Excel, PowerPoint, Outlook and Word.
* **Languages:** Fluent proficiency in Irish and elementary proficiency in Spanish.
* **Pre-employment software:** Experience with HireRight, Cornerstone and Workday.
* **Driving Licence:** Fully Licenced driver.

**Volunteer Work**

* **100 Minds** (November 2015-April 2016)**:** I organised two fundraising initiatives for the campaign. Over 1,000 students were involved and collectively over €570,000 was raised for Childline. The funds raised went towards Childline which at the time was at risk of losing its round the clock service due to insufficient funding.
* **Arbella Foundation** (September 2016-September 2017): I volunteered for charities in Boston through the Arbella Foundation, including: Birthday Wishes for Homeless Children, Boston Celtics Stay in School Program, Designated Driver Initiative and Breast Cancer Awareness.