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|  |  | Claire Reihill | |  |  |
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| **Contact Details** Phone icon +44 73 88348490  Email icon clairereihill@gmail.com   * 3 Willoughby Court   Enniskillen  County Fermanagh  BT747EE **Education** University College Dublin  September 2016 – June 2020   * Final year Bachelor of Civil Law student. * Stage 1 overall GPA – 3.27 (2:1) * Stage 2 overall GPA – 3.22 (2:1) * Stage 3 overall GPA – 3.73 (1:1) * Stage 4 overall GPA – 3.73 (1:1)  Charles University Prague January 2019 – June 2019   * Erasmus Student (1 Semester).  Mount Lourdes Grammar School Enniskillen January 2009 – June 2016   * GCSEs: 5 A\*s, 3 A’s and 1 B - including Maths and English Language. * A-levels: History (A), Home Economics (A\*), Religion (A\*) and Government and Politics (B).  **Educational Achievements**  * Overall top Key Stage 3 and GCSEs performer in religious education. * Attained full marks in AS Home Economics. * Overall school year sports person of the year for 2 consecutive years.   **Other Awards**   * Pope John Paul II Awards (200 hours of volunteering). * Millennium 100 Hour Gold Award in recognition of volunteering within my community. * 5 staged 85 mile walk for Action Cancer and NI Chest, Heart and Stroke Foundation, raising £6,931.84. * Completed 3 summer camps, 2 Explorer Challenge programmes and a Camp Counsellor programme at Gortatole Outdoor Education Centre before becoming a Voluntary Instructor.  **ACTIVITIES** Tennis  * Captain of my school tennis team which won the Ulster Title 2 years in a row. * Nominated for The Impartial Reporter and The Fermanagh Herald Sports Team of the Year Awards in 2014 and 2015.  Netball  * Captain of my school netball team for 7 years, winning the Western League, 4 Fermanagh local league titles and reaching the Northern Ireland Final. * Played for UCD Firsts at the national intervarsities in 2017 and 2018.  Gaelic Football  * Joined Prague Hibernians GAA whilst on Erasmus, competing in tournaments across Europe, including Warsaw and Munich. | | | Legal Experience **BLM Solicitors Dublin – Administrative Clerk**  December 2017 – November 2018 (Part time)   * During my second and third year in college I worked 2 days a week in BLM Solictors. * I gained experience in a broad range of specific legal work, specifically statements of fact, entering court appearances, attending client meetings, getting documents stamped at court and routine correspondence. * Supporting solicitors and personal assistants on matters regarding the defence of medical and product liability claims, for example opening files on system and physical files, creating briefs and excel spreadsheets for open matters.  **Maples Group Dublin - Summer Intern** June 2019   * Completed a variety of tasks including a transfer stock form and a collateral warranty form, as well as diverse research from potential clientele, to particular matters of reference such as comparing tax schemes for client awareness and research on the Limited Partnership Act. * Tasked by the Global Head of Corporate to carry out an in-depth comparison document on the areas of the Irish Company Law Act 2014 with the UK equivalent. * Further tasks included going to the Apostille Office with documents and gaining awareness of the CID to access company reports. * Completed a presentation workshop and a 20-minute presentation in front of partners and fellow interns on the issue of Corporate Enforcement, greatly improving my presentation skills.  **AL Goodbody Belfast – Summer Intern** July 2019   * Tasks included examination of a lease, drawing up a company report using the memorandum and articles, completion of a deed of release using an indebture of mortgage/charge and a folio. * Completion of a MR01 form, checking off deeds, titles and schuedles, filing a IN01 form and accessing the Companies House beta service. * Gained experience of using an AP01 form for appointing a director, a TM01 form to terminate the appointment of a current director, a TM02 form to remove a current company secretary and using an AP03 form to replace them with an existing company director. * Drafting documents such as, board minutes, a share-holders resolution, a subscription letter, a SH01 form, a share certificate and a CS01 form.  Other Positions of responsibility**Lilley’s Centra Topaz Filling Station - shop assistant and supervisor** September 2014 – present **Lilley’s Centra Topaz Filling Station – office staff member** June 2017 – present   * This promotion extended my role to working with the internal business matters of the shop, such as counting the previous daily intake, balancing the tills against the recorded OPR onto a reconciliation sheet, maintaining and uploading cash to the ATM and creating bank lodgements.  **Nori restaurant Vancouver, Canada - waitress** June 2018 – August 2018 **Enniskillen Lawn Tennis club – tennis coach** April 2013 – August 2016   * Coached tennis camps and helped train new coaches, developing my leadership ability. * Volunteered at weekly tennis club children nights, as well as in the tennis club junior tournaments and open days for 3 years.  **School Senior Deputy prefect, sports committee leader and literacy tutor** September 2015 – June 2016   * Helped staff to run transfer examination day, led school open night tours, helped organise the annual sports day, school sports tournaments and training for over 500 junior students, weekly literacy tutoring to a nominated student, which improved my communication skills.  **Voluntary instructor at gortatole outdoor education centre** June – August 2016 + 2017   * A vetted and qualified instructor at Gortatole Outdoor Education Centre. * Intense weekends working with children, often with disabilities. * Instructing outdoor pursuits such as canoeing, wall-climbing, hill walking and caving.  References (upon request)  * Nessa O’Roarty(Partner) : BLM Solicitors Dublin * Lucia Lumsdon(Director) : KPMG UK | | |