

Clara Doyle



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Date of Birth: 03/10/1997

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Education

Present:

FE1 Candidate: I am currently in the process of completing the Law Society Examinations. I passed three FE-1's on my first attempt: The Law of Torts, Criminal Law and The Law of Contract.

January 2019 – January 2020

University College Dublin (UCD)

Master of Laws (LLM)

Intellectual Property and Information Technology

Modules:

- Trade Mark Law
- Whistleblowing Law and Practice
- Data Protection and Privacy: European and US Perspectives
- Patent Law
- Online Regulation
- Environmental Law

Dissertation: Emerging issues in the patentability of embryonic stem cells; A US and European Comparison.

June 2018 – September 2018:

Harvard University

Certificate in Bioethics: The Law, Medicine, and Ethics of Reproductive Technologies and Genetics

Overall Grade: 88%

2015 – 2018:

Dublin City University (DCU)

Honours Degree Bachelor of Civil Law (BCL)

Law and Society

Overall Grade: 65% - 2:1

Work Experience:

June 2018 – Present:

Paralegal Programme– McDowell Purcell

Secondment: Financial Services and Pensions Ombudsman (FSPO)

Tracker Mortgage Investigation Team: Investigation and Adjudication Officer

Duties:

- Drafting legal documents, summaries and legal findings.
- Communicating clearly and translating complex information into understandable terms for parties.
- Analysing competing evidence to identify a fair outcome.
- Considering all issues contained in the adjudication file.
- Drafting decisions for consideration by the Ombudsman.
- Administrative tasks such as filing, answering calls, responding to emails
- Managing all aspects of a portfolio of adjudication files and dealing with complaints efficiently and within all relevant guidelines, legislation and timeframes.
- Complying with any templates and guidance provided.
- Managing a large caseload and conflicting demands.
- Keeping complaint records and internal systems and files up to date and reporting workflow outcomes as required.
- Providing information to complainants, providers and the public generally.

May 2016 – May 2018
SIXT Car Rental
Sales Agent
Dublin Airport
Duties:

- Preparing rental contracts and ensuring all details are correct.
- Qualifying each customer using the company's rental requirement terms and conditions.
- Reviewing rental parameters with each customer, ensuring customer's understanding of terms of contract and service charges.
- Completing daily tasks and reporting to management.
- Resolving customer issues and complaints in a professional and friendly manner.
- Working in a fast-paced sales environment while maximising the revenue on every rental agreement.
- Effectively communicating and offering products and services to customers and potential customers to meet their wants and needs.

June 2014 – August 2014 | June 2015 – August 2015
Receptionist
David Moore Photography (Trim, Co. Meath)
Duties

- Typing letters, reports and other documents.
- Scanning and filing documents.
- Meeting with clients and potential clients.
- Processing payments and receipting deposits.
- Receiving deliveries, couriers, incoming faxes and emails, arranging distribution to recipients.
- Effectively and professionally answering the telephone and dealing with enquiries.
- Logging information on calls received and maintaining detailed records.

Hobbies and Interests

Present:

- Fundraiser/Volunteer for Amnesty International's Dublin Central Group
- Member of the Law Society DCU
- Member of FLAC Society DCU
- Member of the (ELSA) European Law Students Association

Previous:

- Team Leader of Localise – Youth and Community Development Organisation
- Event Organiser JPIC (Justice, Peace and Integrity of Creation) Loreto College
- Treasurer of Saint Vincent de Paul Group Loreto College.
- Member of the Acting Academy
- Member of Fingallians GAA Club

Referees available on request