

Clara Doyle

Address: 28 The Heights, Melrose Park, Kinsealy, Co. Dublin

Email: clara.doyle@ucdconnect.ie

Phone Number: 0851981880

Date of Birth: 03/10/1997

<https://www.linkedin.com/in/clara-doyle>

Work Experience:

May 2019 – Present

A&L Goodbody

Legal Review Analyst

I am currently working on the Data Projects Team within the Litigation Department. My role requires me to analyse and review documentation for large scale discovery projects and financial investigation matters. I have experience in data analytics and eDiscovery processes. I carry out activities as specified by the project team to ensure the matter is delivered in an efficient and timely manner. I work in a team environment and I am currently working within the largest team in the firm. My role is also quasi-paralegal. I perform legal research for solicitors and associates. I support trial preparation tasks and assist in document preparation. My additional duties include;

- Attending frequent meetings with project managers and senior associates and taking minutes of same
- Cross-checking and reconciling documentation
- Maintaining an up-to-date knowledge and understanding of relevant areas of law
- Conducting document review for discovery projects
- Working on relevant eDiscovery platforms
- Bulk printing, arranging photocopying, copy-clocking, indexing and file preparation.
- Drafting reports and preparing briefs
- Providing general support to Partners and Fee Earners

June 2018 – January 2019

Fieldfisher (formerly McDowell Purcell)

Paralegal Programme

Investigation and Adjudication Officer - Tracker Mortgage Team

Secondment: Financial Services and Pensions Ombudsman (FSPO)

I dealt with all matters relating to the Investigation and Adjudication of Tracker Mortgage Complaints. This included managing a portfolio of adjudication files and dealing with a wide range of information sources such as evidence submitted by complainants. I gained strong analytical skills from investigating all relevant issues and considering all evidence contained in the adjudication file. Furthermore, I gained strong legal writing skills from drafting adjudication decisions for consideration by the Ombudsman. I also gained strong communication skills from liaising with Financial Service Providers and Tracker Mortgage Complainants. My additional duties included;

- Determining level of compensation to award complainants
- Undertaking day-to-day management of routine administration and reporting functions relating to complaint files assigned for adjudication;
- Ensuring compliance with all legal and administrative requirements related
- Keeping complaint records and internal systems and files up to date
- Effectively and professionally dealing with telephone enquiries from the general public
- Logging information on calls received and maintaining detailed records;
- Participating in knowledge sharing and other initiatives with other Investigation and Adjudication Officers, Management and Staff
- Drafting letters and emails to outside entities such as Financial Service Providers, Complainants Representatives and the Central Bank of Ireland

May 2016 – June 2018

SIXT Car Rental

Dublin Airport

I am adept in interacting with clients and maintaining ongoing client relationships. I built strong relationships by providing a comprehensive explanation of the rental agreement with each client and ensuring that they understood their responsibilities. Furthermore, I was responsible for arranging rentals for new clients and efficiently processing contracts. I also gained experience in dispute resolution by handling customer complaints and maintaining customer confidence in the company. My additional duties included;

- Preparing rental contracts and ensuring all details are correct.
- Qualifying each customer using the company's rental requirement terms and conditions.
- Reviewing rental parameters, ensuring customer's understanding of terms of contract and service charges.

- Maintain detailed records of all transactions.
- Completing daily tasks and reporting to management.
- Working in a fast-paced sales environment while maximising revenue on each rental agreement.
- Effectively communicating and offering products and services to customers and potential customers to meet their wants and needs.

Training:

Pinsent Masons

Virtual Experience Programme

This program, took me through the lifecycle of a matter. I learned some of the skills required to work in a fast paced and competitive market.

A&L Goodbody Summer School

- Time Management Skills – IBEC Management Training
- Introduction to Excel
- Pivot Tables Excel
- Advanced Excel

Education:

Present – December 2019:

University College Dublin (UCD)

Master of Laws (LLM) in Intellectual Property and Information Technology

Dissertation: Emerging issues in the patentability of stem cells; A US, Europe and China Comparison.

FE1 Candidate

- In October 2018, I passed Tort, Contract and Criminal on my first attempt.
- I am sitting Company, Constitutional and Equity in October 2019. I feel confident that I will do well in these examinations.

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)

Overall Grade: 2:1 – 65%

Computer Skills:

- Legal Research Databases: Westlaw, Lexis/Nexus, JSTOR, JustisOne, Heinonline
- Filesite – Document Management System
- Expert – Time Entry/Billing
- Microsoft Office (Excel, Word, PowerPoint, Publisher)
- Open Office, Google Docs, iWork (Keynote, Pages and Numbers)
- Outlook
- Skype for Business
- Typing Speed: 65 wpm

Hobbies and Interests:

Present:

- Fundraiser/Volunteer for Amnesty International's Dublin Central Group
- DCU Graduate Law Mentorship Programme
- A&L Goodbody Choir
- Saxophone – Beginner

Previous:

- Member of the Law Society, FLAC Society and (ELSA) European Law Students Association
- 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