## **Clara Golden CV**

# Contact details

Address: 7 Willowbrook, Donabate, Co. Dublin.

Mobile: 00 1 540 712 1051 (US)

087 334 2724

Email: goldencl@tcd.ie

# summary

I am a third year Law student in Trinity College Dublin currently on a 2019/2020 academic year exchange to Washington and Lee University School of Law in the United States. This third level institution is a private university ranked in the top 20% of North American Law Schools. One of two Trinity College students on a results-based exchange, I am participating in the Juris Doctorate programme, the professional prerequisite to practice law in the United States.

# Education

**AUGUST 2019 TO DATE – WASHINGTON AND LEE UNIVERSITY, VIRGINIA, UNITED STATES.**

Third Year Law – First Semester: **2.1**

US Civil Procedure (69%), US Intellectual Property Law (65%), US Family Law (65%), Jurisprudence (65%).

**SEPT 2017 TO MAY 2019 - TRINITY COLLEGE DUBLIN.**

Second Year Law: **2.1**

Private Law Remedies (74%), EU Law (70%), Equity (70%), Land Law (67%), Constitutional Law II (65%), Administrative Law (63%).

First Year Law: **2.1**

Legislation and Regulation (68%), Law of Torts (65%), Criminal Law (64%), Constitutional Law (62%), Contract Law (60%), Foundations of Law (60%).

**JAN 2016 TO MAY 2017 – THE INSTITUTE OF EDUCATION, LEESON STREET, DUBLIN 2.**

Leaving Certificate: **554 Points**

French (H1), Irish (H2), Geography (H2), Biology (H2), Music (H2), English (H3), Maths (H3).

**SEPT 2011 TO DEC 2015 – LORETO SECONDARY SCHOOL, BALBRIGGAN, CO. DUBLIN.**

Junior Certificate:

French Higher (A), History Higher (A), CSPE Higher (A), English Higher (B), Irish Higher (B), Maths Higher (B), Business Studies Higher (B), Geography Higher (B), Science Higher (B), Music Higher (B).

# work experience

**Legal Secretary - Cronin & Co Solicitors – May 2019 to August 2019**

Working as part of a small legal firm gave me exposure to the formality and importance of legal administration. I learnt valuable skills in client service and witnessed the centrality of respect and integrity to a reputation of legal excellence. Solely managing phone calls, appointment scheduling, dictations and the receipt of correspondence on a daily basis required me to be highly organised and efficient while demonstrating close attention to detail. Receiving clients upon arrival, as well as directing their queries and calls, required me to be dedicated to the satisfaction of clients through demonstrating the values of respect, patience, courtesy and responsiveness. Over the course of the summer I also carried out a review, re-order and re-categorisation of the filing and archiving system during which I devised a cataloguing methodology to assist with efficient location of files in the inventory and effective labelling of files in storage. Exposure to a range of different practice areas afforded me invaluable insight into the kind of work covered by a local legal firm.

**Part-Time Piano and Music Theory Teacher – 2017 to 2019**

Having pursued my own interest in music as an extra-curricular activity over fourteen years, I was eager to find a way to continue to incorporate music into my life after completing all piano and music theory grades in secondary school. Leveraging my qualifications, I seized the entrepreneurial opportunity to employ my acquired skills by setting up a tuition service in my first year of college. This endeavour required initiative to source students, discipline to deliver on commitments and organisational skills to manage scheduling and tuition in conjunction with my college life. I quickly reached my target number of five students in my first term equating to ten hours of preparation and tuition per week. I successfully steered my students through two seasons of exams ranging from beginner to grade six and have committed and look forward to resuming tuition on return from my exchange year.

**Retail Assistant - Penneys – May 2018 to August 2018**

I learnt first-hand the skills of customer care and how to apply myself to the task of helping to maintain store standards. Working as part of a large team and rotating around different departments of the store on a regular basis, I gained exposure to the business side of retail including what it takes to keep such a large and busy store organised and successful. Commitment to hard work, dedication to customer care and attention to detail in continuously keeping shelves stocked and tidy were fundamental requirements of this role. I gained exposure to a wide variety of departments and worked with a range of staff from managers to trainees. I assisted customers on a daily basis and I efficiently managed the display and stocking of merchandise in those areas allocated to me. I further developed my attention to detail, time management, colleague collaboration and customer communication skills.

# Awards and Acknowledgements

**Volunteer Work** **–** 2019 Community-based projects in conjunction with Washington and Lee University, USA

**Moot Court –** 2019 Class Practicum in The Criminal Courts of Justice

**Royal Irish Academy of Music –** Awarded Certificates in 11 Piano Grades & 9 Music Theory Grades

**Ceol Draíochta Music Award –** 2016 Grade 8 Award

**Senior Prefect –** 5th Year Loreto Secondary School, Balbriggan

**Assistant Hockey Coach –** Community Involvement Aspect of 2015 Gaisce Award

**eir Junior Spiders Web Design Competition –** 2015 Winner of Best Web Design

**SEAI One Good Idea Competition –** 2015 Winner of Irish Year of Design Award

**GAISCE President’s Award –** 2015 Bronze Medal Award

**Outstanding Student Award –** 2012 and 2015 Loreto Secondary School, Balbriggan