

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:

February 2020 – Present

Walkers Global Law Firm

Paralegal – Finance and Capital Markets

- Liaising directly with clients addressing any queries and acting as point of contact;
- Assisting fee earners with drafting/review of loan documents, loan agreements, security documents and various other transaction documents;
- Drafting corporate authorisations and other documents relevant to various transactions;
- Assisting fee earners in advising clients on the full range of finance and debt capital markets transactions in addition to advising on more general banking and finance matters;
- Post completion matters;
- Liaising with directors and other service providers;
- Arranging for documents to be notarised and apostilled.

May 2019 – February 2020

A&L Goodbody

Legal Review Analyst (Quasi-Paralegal)

Litigation Department

Data Projects Group

- Analysing documentation for large scale discovery projects
- Reviewing documents for Data Subject Access Requests in line with GDPR legislation.
- Preparing daily workloads for co-ordinating the daily allocation of work as DSAR Team Lead
- Performing legal research for solicitors and associates
- Supporting trial preparation tasks and assist in document preparation
- Attending frequent meetings with project managers and senior associates and taking minutes of same
- Coding documents for responsiveness, relevancy, personal information and privilege
- Participating in review trainings and team meetings
- Quality checking the work performed by other first level reviewers
- Preparing and editing privilege log for production
- Maintaining an up-to-date knowledge and understanding of relevant areas of law
- 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)

- Dealing with all matters relating to the Investigation and Adjudication of Tracker Mortgage Complaints
- Managing a portfolio of adjudication files and assisting with my own complainants assigned to me
- Dealing with a wide range of information sources such as evidence submitted by complainants
- Investigating all relevant issues all evidence contained in the adjudication file
- Drafting adjudication decisions for consideration by the Ombudsman.
- Determining level of compensation to award complainants
- Ensuring compliance with all legal requirements related
- Effectively and professionally dealing with telephone enquiries from the general public
- 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

- Interacting with clients and maintaining ongoing client relationships
- Providing a comprehensive explanation of the rental agreement with each client and ensuring that they understood their responsibilities
- Arranging rentals for new clients and efficiently processing contracts
- Handling customer complaints and maintaining customer confidence in the company.
- Training new employees
- Preparing rental contracts and ensuring all details are correct.
- Qualifying each customer using the company's rental requirement terms and conditions. .
- Working in a fast-paced sales environment while maximising revenue on each rental agreement.

Training:

A&L Goodbody Summer School

- Introduction to Excel, Pivot Tables Excel, Advanced Excel
- IBEC - Time Management Skills

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.

Education:

January 2019 – Present

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.

Current Average: B Grade – 2:1

Law Society FE1 Candidate

- I passed Tort, Contract, Criminal, Company and Constitutional.
- I am sitting the remaining three examinations in March. I feel confident I will do well in these examinations.

Harvard University

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

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
- Document Management Systems
- Microsoft Office (Excel, Word, PowerPoint, Publisher)
- Open Office, Google Docs, iWork (Keynote, Pages and Numbers)
- Outlook
- Typing Speed: 65 wpm

Hobbies and Interests:

Present:

- Fundraiser/Volunteer for Amnesty International's Dublin Central Group
- DCU Graduate Law Mentorship Programme
- Rock Climbing

Previous:

- Member of the Law Society, FLAC and European Law Students Association DCU
- 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