

Clara Doyle

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Date of Birth: 03/10/1997

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Work Experience:

February 2020 – Present

Walkers Global Law Firm

Paralegal

- Assisting fee earners with the preparation, drafting and review of loan documents, loan agreements, security documents and various other transaction documents;
- Assisting with the completion of AML, KYC and similar forms; providing corporate data for third party requests;
- Marking up documentation as required and assisting with any updates and amendments to various documentation;
- Preparing and working with service providers to prepare board and shareholder resolutions in relation to a wide variety of corporate matters such as loans, share transfers, approval of accounts etc;
- Liaising directly with clients addressing any queries and acting as point of contact;
- Drafting corporate authorisations and other documents relevant to various transactions;
- Assisting with the execution of documents;
- 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;
- Conducting legal research in response to requests from clients;
- Generating, updating and circulating weekly excel development reports;
- Managing and arranging for document execution, notarisations, apostilling and legalisations;
- Post completion matters; and
- Liaising with third party stakeholders including internal teams, local lawyers, directors and service providers.

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 (DSAR) in line with GDPR legislation;
- Supporting trial preparation tasks and assist in document preparation;
- Attending frequent meetings with project managers and senior associates;
- 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;
- Maintaining an up-to-date knowledge and understanding of relevant areas of law; and
- Providing general administrative support to fee earners across the litigation department.

June 2018 – January 2019

Fieldfisher (formerly McDowell Purcell)

Paralegal Programme

Secondment: Financial Services and Pensions Ombudsman (FSPO)

Investigation and Adjudication Officer - Tracker Mortgage Team

- 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 relate;
- 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; and
- Liaising with external entities such as Financial Service Providers, Complainants Representatives and the Central Bank of Ireland.

May 2016 – June 2018

Contract Agent
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; and
- Working in a fast-paced sales environment while maximising revenue on each rental agreement.

Education:

January 2019 – January 2020

University College Dublin (UCD)

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

Dissertation: Emerging issues in the patentability of stem cells; a comparative analysis.

Overall Grade: B Grade – 2:1

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:

- Document Management System: Filesite
- Westlaw, Lexis/Nexus, JSTOR, JustisOne, Heinonline;
- Microsoft Office (Excel, Word, PowerPoint, Publisher);
- Open Office, Google Docs, iWork (Keynote, Pages and Numbers);
- Outlook;
- Skype for Business; and
- Typing Speed: 65 wpm.

References:

Work: Karen Dempsey, HR Manager, Fieldfisher, 018280600, hr.ireland@fieldfisher.com

Academic: Cliona Kelly, Lecturer, UCD, cliona.kelly@ucd.ie