

Clara Melly

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Date of Birth: 25 November 1993

Nationality: dual Irish and US citizenship

Education

Trinity College Dublin, LLB Law **[2012-Present]**

- 2.1 in Third Year with an overall grade of 63% and ranked 36th in my class.
- 2.1 in Second Year with an overall grade of 63% and ranked 37th in my class.
- 2.2 in First Year with an overall grade of 57% and ranked 10th in my class. (LLB Law and Ling. German)

Rathdown Secondary School, Dublin **[2006-2012]**

- Leaving Certificate Examinations
 - 530/625 points and overall results within top 5% of all Leaving Certificate candidates in 2012
 - Awarded prizes for academic achievement in Biology and Geography

Work Experience

Receptionist at the Private Members Clubs, the 3Arena, Dublin **[September 2015- Present]**

- Welcome members of the VIP Private Clubs and provide correct and precise information
- Liaise directly with club managers and security, perform cross checks of guest lists and table plans, ensure the cleanliness of the reception area and resolve any minor issues

Legal Researcher for a Senior Counsel, The Law Library, Dublin **[September 2015]**

- Reviewed and summarised the past judgments of a High Court Judge in relation to European Arrest Warrants
- Assessed of the particular attitudes, trends and beliefs that the Judge had developed over time in approach to European Arrest Warrants

Intern at Williams & Connolly LLP, Washington D.C. **[June 2015-August 2015]**

- Worked on high profile cases in paralegal capacity in a top ranked firm in the U.S.
- Handled a large amount of documentation on deposition preparation for witnesses and participated in team meetings for high profile cases
- Observed and took notes on a federal court case
- Trained and developed competence in case record systems such as Concordance, Case Notebook, Relativity and Case Map

Oliveto Restaurant, Dun Laoghaire, Dublin **[September 2013- May 2015]**

- Waitress, bartender and barista in an Italian Restaurant
- Developed a strong sense of teamwork, excellent communication skills and an ability to handle a large amount of responsibility

Four Courts and Circuit Family Court **[November 2009]**

- Shadowed a Family Barrister and her 'Devil' in client meetings and in court
- Sparked interest in law and provided a real insight into the daily life of a successful lawyer

Leadership Experience

Lead Campus Ambassador in Trinity College for 100minds **[September 2015- Present]**

- Managing a team of 5 in to recruit 170 applicants
- Organised a promotional 'Information and Innovation Evening'
- Continued support to the Trinity participants: application questions, idea generation and concept development

Alumni Secretary of Trinity Ladies' Hockey Club [September 2015- Present]

- Responsible for attaining funding from Trinity Hockey Alumni
- Set up a LinkedIn Group for Alumni to keep in contact and a database of contact details of alumni
- Lead organiser for a Men's Olympic Hockey fundraiser event

Social Secretary of Trinity Ladies Hockey Club [September 2014- June 2015]

- Organised four inter-club socials for over 150 club members
- Increased club membership

Dublin University Law Society Charities Committee Member [September 2014- June 2015]

- Organised 'Law Day' in aid of Mercy Law Centre
- Organised 'JailBreak 2015', an Irish inter-university adventure challenge where teams of students race to a location in Europe to raise awareness and funds for Amnesty International and St. Vincent de Paul

100minds in aid of Barnardos and Blossom Ireland, MasterChef Pop-up Restaurant [January 2015]

- One of 150 university students to raise funds for charities with target of €1,000
- Organised a restaurant venue with previous MasterChef contestants, cooking a set three course menu
- Sold over 100 tickets at €45, held a raffle and sold drinks, generating €5,500 for the two charities
- One of five to speak in the Foundry in Google for the Closing Ceremony for 100minds

Sales Manager of SUCH (Student's Unite for Children's Health) [2011-2012]

- Led a team of five in the selling of tickets, the gaining of sponsorship, the acquirement of raffle prizes
- Generated €6,500 for the Laura-Lynn Foundation

Voluntary and Pro Bono Experience

Participant in the Free Legal Advice Centre's Research Project [October 2015]

- Conducted legal research into case law and articles of the European Social Charter
- Produced a guide on the European Social Charter for use by Irish charities and NGOs

Volunteer in CHIA (Children's Hope in Action) Hoi An, Vietnam [June 2014]

- Fundraised and donated over €4,000 to this NGO
- Organised outings and activities for the children and assisted in the Children's Home and Disability Clinic

'World Challenge' to India [June 2010]

- Fundraised over €4,500 for month-long trip to India
- Volunteered in rural south-Indian public school
- Planned and organised itinerary and budget for trip

Further Achievements, Interests and Qualifications

- Captain of the Senior III team of Trinity Ladies Hockey Club [2015- Present]
- Member of the Senior II team of Trinity Ladies Hockey Club [2012- 2015]
- Attended a Global Issues Course in association with SUAS [January 2015- April 2015]
- Progressed to the semi-final of the Law Society Moot Court Competition [October- December 2014]
- Selected to be part of the 'Student Slingshot' initiative [November 2014]
- B2 language level certificate achieved in German in the University of Freiburg, Germany [August 2013]
- Student Member of the Kildare Street and University Club. [2012- Present]
- Elected Prefect by teachers and peers in Rathdown School [2011-2012]
- Captain of the Senior II Hockey Team in Rathdown School [2011-2012]
- East-Leinster and Leinster Pole Vault Champion [2007- 2011]
- Grade 6 in Royal Academy piano and clarinet achieved