Claudia Macklin

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Graduate 2018, Bachelor of Civil Law, University College Dublin. I am seeking traineeship in an experienced and dynamic commercial law firm such as Byrne Wallace.

**Education**

University College Dublin, Bachelor of Civil Law. 2014 - 2018

Awarded Degree: 2.1 Honours Grade Point Average: 3.4

Relevant Subjects:

EU Competition Law A-, Employment Law A-, Industrial Relations Law A-, Administrative Law B+, Intellectual Property Law B+, Company Law B+, Contract law B, EU Economic Law B, Commercial Law B-.

Coláiste Oiriall, Monaghan, Leaving Certificate. 2008 - 2014

Results: 500 points

Relevant Subjects: Maths B2, English B2, Irish B1 and French B1.

Received Awards for:

* Received ‘The Principal’s Award’ in my final year. An award for enthusiasm, consistent hard work and endeavour.
* Awarded the position of senior prefect.
* Fluent Irish speaker.

**Employment History**

Legal Intern, Byrne Wallace Solicitors, 88 Harcourt Street, Dublin. June 2018

* Worked as a member of the property department.
* Gained experience in scheduling title deeds, scanning and photocopying documents, drafting letters and indemnities, face-to-face meetings with clients, conducting phone-calls with both solicitors, clients and county councils, proof-read contracts for fee-earners.
* Assumed responsibility for the distribution of the post in the morning.
* Attended client meetings and the closing of a sale.
* Completed a research and a case-note based on a new development in property law.

Waitress, Howells and Hood Restaurant, Chicago, Illinois. May – August 2017

* Worked on a team of twenty waitresses in a busy restaurant in Chicago.
* Awarded for achieving high sale target for Anchor Steam beer.
* Personally responsible for six to eight tables per shift.
* Provided excellent customer service.

Waitress, OMNI Catering, Santa Barbara, California. May- August 2016

* Travelled to California and worked as part of a team of waitresses for a catering company.
* Demonstrated an ability to cater a range of events.
* Responsible for setting up the venues, food service, providing great customer service and breaking down the venue.

Waitress, Castle Leslie, Glaslough, Monaghan. March– November 2015

* Responsible for training new wait-staff.
* Supervised weekend staff when manager was not present.
* Catered private events for thirty to seventy guests.
* Responsible for balancing the books after a shift and dividing out colleagues’ tips.
* Negotiated with managers on behalf of the wait-staff regarding equal division of tips and job roles.

**College Involvement**

UCD Tennis Society September 2015 – May 2018

* I play tennis every Tuesday with the society’s intermediate training session.
* Participate in amateur matches.

UCD Law Society September 2014 – May 2018

* Attend debates and participate in networking events set up by the society.

UCD Student Legal Service Society September 2016 – May 2017

* Responsible for advising students on legal queries.
* Communicated through email and face-to-face meetings.
* Attend bi-weekly meetings with other members of the committee.

**Additional Skills**

IT:

* Awarded honours grade in European Computer Driving License Course
* MS Office proficient.

Languages:

* Fluent Irish speaker. Attended an Irish language secondary school.
* Intermediate level of French.
* Achieved a B1 in Leaving Certificate French.
* Completed a post Leaving Certificate French language module in UCD. Achieved a B grade in the overall assessment.

Presentation:

* Researched a response to a Public Consultation for a group presentation for Competition Law module achieving an A grade in the assessment.
* Spearheaded group presentations in front of 150+ university students for a Law and Legislation module and General Introduction to Legal Studies module. Achieved B grade in both modules.
* Partook in public speaking competitions in Leaving Certificate.

**Interests and Achievements**

* Volunteering: Active member of The Lion’s Club Monaghan. Attend meetings bi-weekly in order to read and record the local newspaper on to tapes for the elderly and visually impaired.
* Sport: Member of UCD’s Tennis Club. Hold membership in Monaghan Tennis Club and The Campus Sports Club in Quinta do Lago, Portugal.
* Travel: Passionate about travelling, most recently my opportunities to take part in the J1 visa programme, living abroad in Chicago, Santa Barbara and Australia.
* Music: Passionate about singing. Member of school choir for six years. Awarded distinction in six grades on the piano under the Royal Irish Academy of Music. Achieved an A2 grade in music for the Leaving Certificate.
* Dance: Classically trained ballet dancer. Awarded distinction and honours for six grades under the Royal Academy of Dance Ireland.

**References**

References available upon request.