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| **Clíona Coleman - Curriculum Vitae** |
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| **Personal Details** |

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| |  |  | | --- | --- | | **Forename** | Clíona | | **Surname** | Coleman | | **Date of birth** | 25th of December, 1997 | | **Gender** | Female | | **Nationality** | Irish | | **Current Education** | Final Year Law and Society (BCL) in DCU | | **Home Address** | 6 Clifflands Court,  Rush,  Co. Dublin,  Ireland | | **Home Phone**  **Mobile**  **Email** | 01-8438858  086-2524989  [Cliona256@yahoo.ie](mailto:Cliona256@yahoo.ie) | | |  | | --- | |  | |

**Current Education-** 3rdyear, Law and Society (BCL) in DCU

*Second Year Summer Exam Results:*

Overall: **2:1**

Company Law 2 - 70

Advanced Contract Law – 62

Family, Law and Society – 59

Healthcare Law and Society – 62

Advanced Property Law – 51

Advanced European Union Law - 60

**Past Education/Courses**

QQI Certificate in Criminology and Social Studies – NFQ Level 5 – Honours

Completed MOOC (Law Society) in Entertainment, Arts, Media Law

**Leaving Certificate –** Skerries Community College

Points – 475

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| Work Experience  -Lifestyle Sports (current employment)  I work as a sales assistant where I must reach targets and provide a friendly and helpful customer service experience. Lifestyle Sport places a huge emphasis on team work and team building which I enjoy.  -Whitney Moore Law Firm  In August/September I managed Front of House reception in Whitney Moore Law Firm. This included liaising with the firm’s Operation Manager, meeting clients, managing boardroom diaries, completing tasks for solicitors (couriers/DHL’s), answering calls and queries, emailing clients/organisations. This job heavily tested my organisational skills as I had to guarantee that all jobs were completed promptly and properly in order for things to run smoothly, however I was up for the challenge and excelled during my 4 weeks in Whitney Moore.  -Patrick P. Geaney Solicitors  From September 2018 to July 2019 I worked as a Legal Intern/assistant in Patrick P. Geaney Solicitors in Clontarf. Areas of law include Property, Family, Employment, Personal Injuries/Litigation. My duties include drafting court documents, meeting clients, sit in on meetings, answering calls/emails, administration work, attending court proceedings. I also had to work and run the office independently on two separate occasions throughout the year (2 weeks in total) while the solicitor took holidays or attended court in Cork.  -June 2019, I worked for a catering company ‘Gourmet Kitchen’ at the Portmarnock Golf Club for the Amateur Championship event.  -Zara Clothing Store  I worked part-time in Zara for 3 years (2015-2018). My role was a cashier. This job required lots of patience and delivery of good customer service. I was obliged to open the store and count cash, which shows I was trusted and treated as a responsible worker. I also had to stay late nights when closing the store (particularly in busy seasons).  -I attended Thrive Festival 2019 in the Convention Centre and managed social media for the day for ‘Nutrition With Clare’.  -I spent a week in February 2016 working in Browne Jacobson Law Firm in Manchester, United Kingdom, where I researched for different solicitors and wrote up various documents.  -In February 2016, I worked in Byrne Wallace Law Firm where I was involved in the Child Protection department. I spent most days in court with various solicitors and had to take notes of the ongoing proceedings  -In February 2015 I spent a day with a Judge and the Court Clerk in the Criminal Courts of Justice, Dublin, where I was shown around, given invaluable information and able to get an insight into the life of a Judge.  -2010-2014, I worked at Realt na Mara Summer Camp, Skerries for 5 years organising lessons and activities. I had to communicate and be involved with both adults and young children.  -I worked as a Nanny to four children for 3 months throughout Summer 2014  Skills  -I pride myself on being punctual, motivated, hardworking, approachable, a good problem solver and team player. I am a great people person and have good communication skills which I acquired from working in Zara for 3 years. I have further developed my customer service skills from working in Lifestyle Sports.  -Working as an intern in a small Law practice I have been given extensive responsibility and opportunities to use my initiative. I also developed my organizational skills while working in Whitney Moore Law Firm.  Leadership/Responsibility   |  | | --- | | -I was chosen to carry out the role of school Prefect during my time in 5th/6th year. I sat an interview for this job. |   -I participated in a course in Leadership and Communication with fellow prefects in Emmaus, Swords.  Extra-curricular Activities in School  -I represented DCU at the National Moot Court competition in November 2018. This took place in the Criminal Courts of Justice, Dublin  -I took part in DCU’s annual charity event: ‘Beg Borrow Steal – Breakout to Barcelona’ in aid of Movember Ireland, raising over 800 euro for this charity  -I am a member of DCU Surf and Sail, Law Society and the Women’s Rugby Club.  -I am a member of the Law Society and ELSA society in DCU and frequently attend talks/seminars provided by these clubs.  -I participated in the Fingal County Enterprise twice ( in 6th class, 2010 and in 1st year, 2011 ). I succeeded in getting to the county final with my enterprise both times. I was business manager for both projects and also created a website for my enterprise.  -During my time in Skerries Community College, I practised and performed with the school choir, performing at events such as The Emmanuel Concerts, School Masses, Carol Services and Peters Passion.  Music/Performance  -I have been performing since the age of 3. I started ballet with Anne Levins Ballet School at 3 years old and danced for seven years, performing in numerous shows in The National Concert Hall and The Helix.  -I became a member of the Moores School of Performing Arts at age 9 and performed with them for eight years. I performed in 4 stage school shows and 2 charity shows in The Helix theatre. I participated in classes in musical theatre, tap, ballroom, drama and singing.  -I travelled to London with MSPA in 2011 where I participated in a dance masterclass with a professional West-End performer in Pineapple Studios.  -I partook in a dance/singing/acting workshop in Liffey Trust Studios, Dublin with the cast of the West End production of the show, ‘Wicked’.  -I have completed all piano exam grades from elementary to grade 7 with distinctions and honours, through the Royal Irish Academy of Music, Dublin. I also taught piano during Summer 2014.  Charity Work  -I partook in Beg Borrow Steal DCU on the 29th of March 2018 to raise money and awareness for Movember Ireland  -I volunteered for a day at an elephant sanctuary/animal rehabilitation centre in Hua Hin, Thailand in Summer 2016  -I organised and ran a non-uniform day, along with fellow prefects, in Skerries Community College, to raise money for 3 Irish charity organisations in 2015  -I part took in carol singing with my music class to raise money for Friends with Autism in 2014.  -I ran a school music event with classmates to raise money for Trocaire in 2014.  -I successfully raised money for the Make A Wish Foundation by creating a food stall with friends in 2009.  Sport  -I played tennis for two years in Skerries Tennis Club  -I played basketball on my school team for 3 years.  Travel  -I have travelled extensively from a young age, visiting places such as South East Asia, the USA, Canada and the Carribean, as well as many European destinations.  -In Summer 2016, I did a 5 week trip to Thailand where I taught English to various Thai schools (children ranging from 4-12 years old) and volunteered in an elephant rehabilitation sanctuary. |
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