# Cliona Coleman

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| *PROFILE* |
| Final year law student with 2.1 GPA seeking work in a dynamic, fast paced environment. Have strong interpersonal and negotiation skills, enjoy building client rapport. Strong attention to detail and experience in legal research/drafting. Ability to work under own initiative and as part of a team. |
| *EDUCATION* |
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| 2016 – 2020 | **Bachelor of Civil Law (Law and Society) – Dublin City University** * Expected grade: 2.1 (50% achieved)
* 2018-2019 completed an internship
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| 2015-20162010-2015 | **QQI Certificate Criminology and Social Studies - Ballsbridge College of Further Education*** Distinctions in Criminal Law, Legal Practice and Procedure, Word Processing

**Skerries Community College, Skerries, Co. Dublin*** Leaving Cert (2015) – 475 points
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| *WORK HISTORY* |
| **Legal Work History**

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| Feb 2020-present *one working day*Sept 2018-July 2019 | **Geaney Solicitors** **LLP**Working directly alongside partner, drafting e.g. initiating debt recovery proceedings, completing legal research, attending client meetings, administration work, attending court proceedings, correspondence with banks in property transactions. Managed the office independently on for 2 weeks in total. Areas included Property, Family, Employment, Personal Injuries/Litigation. |
| Aug 2019-Sept 2019 | **Whitney Moore** **Law Firm** – Front of House/ReceptionistLiaised daily with the firm’s Operation Manager, mitigated potential problems, met high profile clients, managed busy switch board system, organised boardrooms for meetings, completed tasks for solicitors, answered calls/queries from clients/third parties. |

**Legal Work Experience**

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| February 2016(1 week) | **Browne Jacobson LLP, Manchester** Completed legal research and drafting in Land law and Medical Negligence matters. |
| February 2016 (1 week) | **Byrne Wallace, Dublin** Child Protection department. Attended court with various solicitors, noted ongoing proceedings, met social workers and clients.  |
| March 2014 | Spent the day with **Judge O’Donoghue** and his Court Clerk in the Criminal Courts of Justice, Dublin. Extensive tour of the courtrooms and judge’s chambers. |

**Other Work History**

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| July 2019-Dec 2019 | **Lifestyle Sports** – Sales Team Maintained footwear standards, gave footwear advice, worked on the tills, completed morning deliveries, answered customer queries, reached sales targets. |
| July 2019 | **Portmarnock Golf Club** - Worked in catering for the Amateur Golf Championship event. |
| Nov 2015-Sept 2018 | **Zara Clothing Store** – Cashier Opened and closed the store, worked on the tills, counted cash floats, completed administrative work for bank, delivered high quality customer service.  |
| March 2019 | **Thrive Festival 2019** - Convention Centre - Managed social media platforms for ‘Nutrition with Clare’. |
| June 2014-Aug 2014 | **Nanny** Responsible for wellbeing of 4 children. Required high level of patience and responsibility, was obliged to be flexible due to my employer’s occupation. |

***EXTRACURRICULAR ACTIVITIES / ACHIEVEMENTS*** |
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| January 2020 | Participated in the **Linklaters** Virtual Experience Programme with InsideSherpa **(**modules included Business Development, Legal Research, Artificial Intelligence in Law). |
| May 2019 | Completed **Law Society MOOC** (Massive Open Online Course) in ‘Entertainment, Arts, Media Law’. |
| November 2018 | Represented DCU at the **National Moot Court Competition** in the Criminal Courts of Justice. Required legal research, drafting and written Memorial. |
| March 2018 | Participated in DCU’s annual charity event **‘Beg Borrow Steal’** in aid of Movember Ireland, raising over €800 for this charity. |
| 2016-2020 | Member of the **Law Society** and **ELSA** in DCU and frequently participate in seminars/talks within these clubs. |
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| July 2016 | 5-week trip to Thailand, taught English to various Thai schools (children ranging from 4-12 years old), volunteered in an animal rehabilitation centre, received a TEFL certificate. |
| 2014-20152010, 2011 | School prefect, organised school events e.g. non-uniform day for charity.Participated in the **Fingal County Enterprise** competition twice (2010 and 2011). Reached the County Final, was business manager for both projects, created a website. |

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| *INTERESTS & PERSONAL* |

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| **Travel** | Have travelled extensively, visiting places such as South East Asia, the USA, Canada and the Caribbean, as well as many European destinations.  |
| **Sport/Fitness** | Avid gym goer, keep active. Regular activities include hiking, kayaking, surfing running and sea swimming. Member of Headon Boxing Club, Grand Canal Dock (current).Basketball team player for Skerries Community College (for 3 years). |
| **Music/Performance** |  |
| July 2014-Aug 20142006-20142001-2006 | Taught beginners’ piano.* Moores School of Performing Arts for 8 years. Performed in various charity shows, musicals, and workshops in Pineapple Studios, London.
* Completed up to grade 7 Piano exam through the Royal Irish Academy of Music, achieving Distinctions and Honours.

Member of Ann Levin’s Ballet School.  |