Clodagh McGreal 7 Sydenham Road

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**CURRICULUM VITAE**

*B.A Economics, Politics and Law; Level 9 Professional Certificate in Governance; I am seeking a legal traineeship. I have completed six of my FE1 exams and will sit my final two exams in October.*

**WORK EXPERIENCE**

**Legal Aid Board June 2019 – August 2019**

**Legal Internship**

Principal Duties and Responsibilities:

* Taking initial instruction;
* Attending consultation, investigating and assessing the applicant's claim under the supervision of the managing solicitor;
* Drafting and filing Affidavit's through the proceedings (Affidavit of Service, affidavit of Verification, Affidavit of Discovery);
* Setting cases down for hearing in the High Court and serving the appropriate notices
* Attending settlement talks;
* Drafting solicitor/ client Bill of Cost.

**Cosgrove Gaynard Solicitors April 2019 – June 2019**

**Temporary Legal Secretary / Receptionist**

Principal Duties and Responsibilities:

* Dictaphone typing;
* Answering and transferring calls and taking messages, updating client details on expd8;
* Greeting clients and scanning post.

**Temporary Legal Receptionist & Administrator March 2018 – April 2019**

**Various Solicitors**

Principal Duties and Responsibilities:

* I answered the phone, took messages, transferred calls and greeted visitors;
* Dictaphone typing.

**Central Bank of Ireland, Enforcement Division February 2017 – March 2018**

**Inquiry for Irish Nationwide Building Society**

**Administrative Assistant**

Principal Duties and Responsibilities:

* I managed all hard and soft copy evidence for the Inquiry. I managed Clearwell, the eDiscovery platform;
* I drafted memos and letters to the Inquiry members;
* I managed the team’s administrative tasks i.e. minute taking, arranging meetings, diary management; I was also secretary for monthly divisional meetings;
* I attended the Inquiry and I took notes and updated my team with the progress of the Inquiry.

**Friends First Life Assurance, Cherrywood, Dublin September 2014 – October 2016**

**Annuities & Quotes Administrator**

Principal Duties and Responsibilities:

* I was responsible for processing monthly pay runs;
* I dealt with pension and retirement related queries. I issued correspondence to policyholders;
* I compiled full file requests in accordance with Data Protection Acts 1988 and 2003;
* When dealing with vulnerable clients I ensured adherence to Central Bank regulations.

**Glass Lewis, Europe, Henry Street, Limerick City February 2014- May 2014**

**Research Associate**

Principal Duties and Responsibilities:

* I analysed the governance of companies on the American and Canadian stock exchanges;
* From this analysis I compiled reports and issued the reports to the shareholders.

**G4S Secure Solutions Ireland, Sandyford, Dublin 18 July 2013 - February 2014**

**Administrator**

Principal Duties and Responsibilities:

* I reviewed and implemented contracts between the Company and their clients;
* I created and maintained a contract database and file management system;
* Occasionally I worked on reception, answering the phone, taking messages and transferring calls.

### EDUCATION

**Law Society – Final Examination First Part (FE1) October 2019**

Equity, Property, Criminal, Tort, Contract & Company,

Constitutional & EU Law

**Institute of Public Administration (IPA) September 2015 - May 2016**

Level 9 Professional Certificate in Governance

**Qualified Financial Adviser (QFA)**

**Dublin City University (DCU) 201 0 - 2013**

B.A Economics, Politics and Law

# Loreto Abbey Dalkey, Co. Dublin 2004 - 2010

**INTERESTS AND HOBBIES**

* I am a member of the Corporate Governance Association of Ireland and I attend seminars and lectures on corporate governance and developments;
* I did debating and public speaking in both secodary school and university and I am a member of my local Toastmasters club;

**REFERENCES**

Available upon request

**Signed:**

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**Clodagh McGreal** 9th September 2019