

## Danielle Clarke

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<https://www.linkedin.com/in/danielleclarke96/>

### Education

**University College Cork, LLM Children's Rights and Family Law** **2018-2019**  
Final Grade: 1:1 (3.70 GPA)

**University College Dublin, Bachelor of Civil Law with History (BCL)** **2014-2018**  
Final Grade: 1:1 (3.71 GPA)

### Achievements

- Awarded the Frank Scott Access Scholarship Award 2014-2018
- Received the Third Level Bursary Scheme 2014-2018

**Utrecht University, The Netherlands, Study Abroad** **Feb 2017 – June 2017**

**Moville Community College, Donegal, Leaving Certificate** **2009-2014**  
CAO Points: 505

### Employment History

**Irish National Teachers' Organisation, Dublin, Clerical Officer** **Oct 2019 – Present**

- Drafting, editing and proofing correspondence, emails, presentations and reports
- Assisting in preparing submissions to the Disciplinary Appeal Panel and Workplace Relations Commission
- Engaging with and advising members on professional and employment matters
- Liaising with external bodies such as solicitors, management bodies and the Department of Education

**Comyn Kelleher Tobin Solicitors, Cork, Legal Intern** **17<sup>th</sup> – 28<sup>th</sup> June 2019**

- Assisted in preparing and organising briefs for counsel of the Child Care Legal Team
- Attended Cork District Court with counsel and was responsible for taking and subsequently writing up the notes of attendance on child care cases
- Conducted research on the guardianship and access rights of grandparents under the Children and Family Relationships Act 2015

**Joe Clancy Solicitors, Dublin, Legal Intern** **June 2018 – Aug 2018**

- Communicated with and addressed queries from clients, solicitors and lenders both over the telephone and in person
- Assisted in the drafting and preparation of litigation and loan documents using the Keyhouse Case Management System
- Accompanied solicitors to the Four Courts and was responsible for recording the minutes of client meetings
- Ensured correspondence and documents on case files were organised and up-to-date

**John G. Griffin Solicitors, Dublin, Legal Intern** **Sep 2016 – Aug 2017**

- Responsible for opening and closing case files and updating client details on the CORTBase Case Management System
- Drafted letters and emails to be sent out to clients, solicitors and banks

- Photocopying, scanning, faxing, filing, binding, and managing daily post

## Research Experience

### UCC Family Law Clinic, Legal Researcher

Sep 2018 – Dec 2018

- Assisted a local solicitor in an active case by researching and then presenting on the current law surrounding the registration of the birth of a child
- Conducted research on the enforcement of family law court orders in other jurisdictions which was subsequently presented at a conference held by the Family Law Association of Ireland

### UCC Children's Rights Law Clinic, Legal Researcher

Dec 2018 – April 2019

- Investigated the impact of homelessness on a child's physical and mental health, and assisted in drafting a complaint to the European Committee on Social Rights on child homelessness in Ireland, on behalf of Mercy Law Resource Centre

## Roles of Responsibility

### Treasurer of UCD Student Legal Service 2017-2018

- Responsible for the financial management of the Student Legal Service's accounts
- Drafted and was successful in applying for a grant from the UCD Student Societies Council which outlined past and present activities of the society, a proposed budget for the grant and the previous and current years' accounts
- Assisted with the organization of student events on campus

### Law School Staff Student Forum Representative 2017-2018

- Recorded and edited minutes of the Law School Staff Student Forum meetings
- Communicated the concerns of fellow students to staff and came to a resolution to open tutorial rooms to students during exam time to provide more study space

## Skills, Voluntary Work and Interests

### Skills

- Excellent communication and interpersonal skills
- Strong organisation and time management skills
- Ability to work on own initiative or as part of a team
- Highly proficient in Microsoft Word, PowerPoint, Excel and Outlook

### Voluntary

- Volunteered at Free Legal Information Clinics run by the Student Legal Service 2016-2018
- Participated in weekly soup runs with UCD SVP from 2015-2018
- Involved in the UCD Access Centre Voluntary Student Tutoring Scheme 2015

### Interests

- I enjoy reading for pleasure, specifically fiction and historical books
- In order to stay active, I go for walks and on hikes
- I make and plan annual trips to different countries to experience new cultures

## Reference

References available upon request