**Gráinne Carville**

*Master of Science and Law Graduate with 8 FE1s and wide-ranging experience.*

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**EDUCATION:**

**FE1s**

I have passed all 8 FE1s. (See Appendix 1)

**Dublin Institute of Technology (DIT)** *September 2015 - September 2017*

**MSc Hospitality Management:** *2:2 Degree Achieved*

Modules included: Operations Management, Managerial Finance, Strategic Marketing. (See Appendix 2)

**Trinity College Dublin** *September 2011 – June 2015*

**Law (LL.B)**: *2:1* *Degree Achieved*

Modules included: Employment Law, Company Law, Intellectual Property Law (See Appendix 3)

**Our Lady’s Secondary School, Castleblayney** *September 2005 - June 2011*

**Leaving Certificate:** *555 points achieved (97th percentile)* (See Appendix 4)

**WORK EXPERIENCE**

***A&L Goodbody*** *June 2019- Present*

**Legal Review Analyst**

I am a Team Lead amongst the Legal Review Analysts of the Data Projects Group within the Litigation Department. This involves redaction and completion of Data Subject Access Requests in line with GDPR legislation in a commercial context for notable clients. I am also experienced in the Relativity platform in carrying out document review as a part of eDiscovery Requests. This involves understanding the brief of the particular litigation case matter, working as part of a large team under immense pressure to complete the work assigned within the strict timeframes given. In this role, I developed my communication and analytical skills by being given the task of compiling a report for the Senior Data Projects Manager twice daily. This role demands knowledge of litigation procedures, as well as the thorough understanding of various aspects of privilege.

I was selected to be a part of the Privilege Team, which involves liaising directly with partners, associates and solicitors in the assertion of litigation and legal advice privilege.

I have also assisted in the pro-bono work that the firm carries out to include taking attendances of the consultations with the client.

***Wilkie and Flanagan Solicitors*** *September 2017 – May 2019*

**Paralegal**

As a paralegal in this busy firm, I was entrusted with a significant amount of responsibility. This involved preparing Briefs for Counsel, liaising directly with the client and counsel, and attendance at District, Circuit and the High Court in an array of litigation matters. This demanded skill and knowledge of pleadings in many aspects of law to include PIAB, Family, Debt Collection, Landlord and Tenant Law, Employment Law, and Planning Permission disputes. I gained in depth Court experience, and was tasked with the duty of preparing all cases and presenting them before the Monaghan County Registrar each month. This included Requests for Discovery, various Notices of Motions, both as Applicant and Respondent. I also gained significant experience in conveyance matters to include drafting transfers, leases, filing Stamp Duty Returns, Land Registry and Registry of Deeds registrations. I also conducted research for the Partner of the firm, an example of which was the effects of the introduction of GDPR legislation, as well as changes in legislation regarding the various Road Traffic Acts.

***Castle Leslie Estate*** *June 2012 – July 2017*

**Assistant Restaurant Manager** *March 2016 – July 2017*

In this role, I took control of key Food & Beverage operations. This spanned from greeting guests in the restaurant, running small private functions and corporate events to the running of functions of 200+ guests. This role also involved dealing with guests’ queries discreetly and effectively in order to exceed their expectations. I was responsible for the interviewing, hiring, training and management of staff. I have proven excellent time management skills and always met my deadlines, whether these arose from assignments given to me by the Operations manager or from the running of a daily evening dinner service in a restaurant, which can cater for 120+ guests. While in my role, my team and I won Best Hotel Restaurant 2017 and Best Wine Experience 2017.

***A&L Goodbody*** *June 2014*

**Summer Internship Programme**

I assisted the Intellectual Property and IT Law team in ongoing litigation regarding a patent breach in which we acted for notable clients within the pharmaceutical sector. This included extensive research of current EU and Irish patent law, analysing relevant decisions and presenting my findings to the Partner and Fee-Earners. I also researched Consumer Regulations and E-Currency. A solicitor who published a paper on the topic used my findings.

***Leinster House*** *June 2013*

**Summer Intern with Heather Humphreys TD**

I helped Heather Humphreys prepare for Taoiseach’s Questions by identifying key areas that required improvement within her constituency. The now-Minister forwarded my question of a county-by-county breakdown of social assistance/welfare given to students, in order to highlight that further assistance is required for the constituency.

I worked first-hand with constituents to resolve varied issues or queries in a discreet, courteous and professional manner. I also analysed privacy law in relation to information in the media. This involved compiling legislation, case law and relevant academic articles and presenting my findings to Deputy Humphreys.

I took attendances from meetings regarding the implementation of Bills in to law for the now-Minister.

**ACHIEVEMENTS AND INTERESTS**

***Music & Art***

As an avid music lover, I have achieved all 8 Grades with Honours in Classical Piano with the **Royal Irish Academy of Music**. This dedication led me to win **Music Student of the Year** in Secondary School. I am also a member of the **A&L Goodbody Choir**.

I took painting classes in the **Creative Spark Studio** in 2019 where I learned various techniques and how to paint using different materials. I also have a keen interest in drawing using pencil.

***Student Societies***

I was heavily involved with societies when in TCD, including the **Law Society** and co-hosted a satirical political commentary radio show on **Trinity FM**. I was **Class Representative** of the Third Year Law Class in the Student Union in 2013-2014 and Member of the **Law School Committee** from 2013-2014. I was also a Founding Member, Creative Contributor and **Copy Editor** of F.R.A.N.C Magazine from 2014-2015 and a **Mentor** of First Year Law Students in the Student2Student programme from 2012-2015. I was also a member of the Soup Run aspect of the **St** **Vincent de Paul Society** in Trinity College Dublin.

***FLAC Monaghan***

I volunteered for FLAC at the Citizens Information Clinic in Monaghan Town from 2018-2019. This involved meeting with individuals in the evening to assist them with their various queries. In doing this, it required an expansive knowledge of many areas of law, as the issues presented are quite wide-ranging. Strong communication and people skills were necessary when assisting individuals with their legal concerns as these matters are of utmost the importance to each individual and must be handled delicately and with great care.

***IT Skills***

Microsoft Office: Word, Excel, Powerpoint and Outlook, Relativity, Filesite, Keyhouse, Expert, Chrome River.

**REFERENCES**

Available upon Request.

**APPENDIX 1**

**Subject Grade Achieved Year Achieved**

European Union Law 61 (2018)

Company Law 60 (2018)

Criminal Law 59 (2018)

Equity 57(2019)

Tort Law 54 (2018)

Real Property 54 (2018)

Constitutional Law 53 (2018)

Contract Law 51 (2018)

**APPENDIX 2**

**First Year Grade Achieved:** *2:1*

**Modules Grade**

International Operations Management 67

Managerial Finance & Entrepreneurialism 55

Strategic Revenue Management & Distribution 72

**Second Year Grade Achieved:** *2:2*

**Modules Grade**

Emerging Issues 63

Strategic Marketing & Digital Media 76

The Effective Manager 65

Dissertation & Research Methods 50

**APPENDIX 3**

**First Year Grade Achieved:** *2:1*

**Modules Grade**

Irish Legal System 66

Legislation & Statutory Regulation 65

Tort Law 60

Contract Law 60

Criminal Law 53

Constitutional Law I 55

**Second Year Grade Achieved:** *2:1*

**Modules Grade**

Administrative Law 67

EU Law 64

Constitutional Law II 64

Equity 63

Land Law 58

Private Law Remedies 58

**Third Year Grade Achieved:** *2:1*

**Modules Grade**

Employment Law 66

Company Law 60

Intellectual Property Law 67

Evidence 67

Jurisprudence 58

English Land Law 60

**Fourth Year Grade Achieved:** *2:1*

**Modules Grade**

Commercial Law 64

Sport and the Law 63

Food Law 63

Collective Labour Law 55

Dissertation on The Right to be Forgotten,

Data Protection and the Right to Privacy 65

Medical Law and Ethics 63

**APPENDIX 4**

**Modules Grade**

English (Higher Level) A1

Irish (Higher Level) B1

Maths (Higher Level) C1

French (Higher Level) A1

Music (Higher Level) A2

Biology (Higher Level) A2

Chemistry (Higher Level) A2

***Points Achieved*** *555 points*