

# GRÁINNE CLINCH

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## SUMMARY

I am a recent graduate of Law (LL.B), achieving a second class honours (2.1). I am currently undertaking an LL.M International Commercial Law at University College Dublin.

Supplementing my studies, I have a range of experience both within and outside of law. I have interned with Seamus Maguire & Company, and Bannon, Clinch & Collins. I recently completed an internship with Mason Alexander. Furthermore, I sat on the ELSA board, rounding off my extra-curricular experience.

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## CAREER

**Legal Intern**, Seamus Maguire & Co. Solicitors, Dublin September 2017 - Present  
June 2016 - September 2016  
September 2015

### Civil Litigation

- Gained experience across a broad range of sectors and types of work.
- Drafted documentation for lodgements in High Court proceedings.
- Organised and prepared documents for both large and small scale discovery.
- Attended at initial consultations with clients and aided in preparation of briefs for counsel for matters to be heard at District, Circuit and High Courts.

### Probate

- Handling Grants of Probate
- Dealing with contentious probate matters and section 117 applications.
- Advising on and drafting wills, trusts and testamentary documents.

### Case Management

- Extensive court experience at all levels assisting for both plaintiff and defendant.
- Strong research experience in readying cases for proceedings.

### Family Law

- Attended consultations with clients.
- District Court applications for maintenance, access and guardianship.

**Intern**, Mason Alexander, Dublin June 2017 – September 2017

- Conducted extensive research into diversity statistics to combat gender equality within the work place for various clients.
- Maintained accounts including invoicing and accounts payable.
- Collated information and compiled a report detailing Brexit and its effects which it may have on employment in Ireland.

**Summer Intern**, Bannon, Clinch & Collins Solicitors, Dublin July 2013 - September 2013

- Attended at initial consultations with clients and aided in preparing briefs for counsel for matters to be heard at District, Circuit and High Court.
- Liaised with counsel at motions; supported clients at counsel meetings.
- Collation of client files along with drafting submissions.

## **OTHER EMPLOYMENT**

European Law Students Association	October 2016-Present
Penneys, Dundrum Town Centre, Dublin 14	June 2014 - August 2014
Dunnes Stores, Square Tallaght, Dublin 24	October 2013 - January 2014
Child Carer, Kingswood & Kilnamanagh, Dublin 24	July 2012 - Present
Intern, Brian Hayes MEP and Senator Mark Daly	February 2011 – February 2011

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## **EDUCATION**

LLM International Commercial Law, University College Dublin. Final Grade: <i>Pending</i>	2017 – Present
Law (LLB), Maynooth University. Final Grade: 2.1	2013 – 2017
Beginner & Intermediate German, Maynooth University. Final Grade: 1.1	2015 – 2016
Leaving Certificate, Presentation College, Dublin 6W.	2007 – 2013

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## **KEY SKILLS & COMPETENCIES**

- Typing speed 65+ WPM
  - Fast learner
  - High attention to detail
  - High-level decision-maker
  - Analytical skills
  - Excellent communication skills
  - Customer service & support
  - Strong organisational skills and excels at multi-tasking
  - Effective time management
  - Full Driver's License
  - Microsoft Office
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## **ACHIEVEMENTS & INTERESTS**

- European Law Students Association (Ireland): human resources assistant on the national board involved in coordinating with local groups in relation to staff.
- European Law Students Association (Maynooth): alumni officer responsible for maintaining relations with past members of the society and Maynooth.
- Certified in FLAC (Free Legal Advice Centre).
- Have completed European Computer Driving Licence.
- Completed the women's mini marathon for various charities including the Marie Keating Foundation and the Alzheimer's Society of Ireland.

*References Available Upon Request*