

Grace Molloy

LLM and FE1 candidate with excellent legal experience, seeking new opportunities.

Hardworking, motivated and dedicated.

Magazine Road, Cork
0863739076
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EXPERIENCE

Tracey's Solicitors, Dublin—Legal Intern April 2019-September 2020

Provide daily support for the solicitors within the firm, particularly in the area of civil litigation and personal injury, assisting in the management of caseloads.

Weekly attendance at District, Circuit and High Court hearings and motions, liaising with counsel and clients.

Assisting in the preparation of court documents and pleadings.

Working on discovery projects, including legal research.

Fully trained in Linetime case management software.

General legal, administrative and IT duties.

Lifelong Learning Programme, Carlow I.T.—Part Time Legal Studies Lecturer October 2018-Present

Through my delivery of a legal studies module to adult learners, I developed many transferable skills such as presenting to large audiences, articulating arguments through written and oral presentations, and distilling large concepts to smaller components.

J.D Scanlon & Co. Solicitors, Tullamore—Legal Intern January 2017- May 2017

I assisted in the preparation of files for our solicitors who acted as legal representatives appointed by the Mental Health Commission.

Providing general legal and administrative assistance.

Use of Expd8 case management system.

EDUCATION

University College Cork, Cork September 2020-
Currently studying for an LLM in Environmental Law and Natural Resources.

Law Society of Ireland, FE1 Exams March 2019-March 2020
Sat and passed seven of the eight exams on the first sitting and will sit the final exam in November 2020.

Trinity College, Dublin September 2013-November 2017
Bachelor of Laws-LLB Ling. German, graduated with a II:1 degree.

Ludwig Maximilians University, Munich
A year studying law through German as part of an Erasmus programme.

Killina Presentation Secondary School September 2007-June 2013
Graduated first in my class having achieved 560 points in my Leaving Cert.

SKILLS

Proven ability to work as part of a team and to deal directly with clients.

Creative, resourceful, detail-oriented, highly organised and capable of working to tight deadlines in pressurised situations.

Skilled in Microsoft Office and various legal databases and systems.

Meticulous research abilities with an eye for detail.

Typing speed: 50 wpm

AWARDS AND INTERESTS

President of my secondary school's student council.

Class representative to Trinity Law Society + UCC Student Council.

Member of the Social Committee in Tracey's Solicitors.

Interests: football, travelling and running.

LANGUAGES

English
Irish
German
French

