**GRACE CARROLL - Curriculum Vitae**

**PERSONAL DETAILS**

**Address:** 56 Cedarmount Road, Mount Merrion, Co. Dublin, Ireland **Phone:** (086) 262 9008 **Email:** grace.carroll@ucdconnect.ie

**EDUCATION**

**2012 - 2016:** University College Dublin.

* Bachelor of Business and Law (BBL).
* 2:1 degree to date.
* Main subject interests include Tort Law, Property Law, Taxation

**2006 - 2012:** Mount Anville Secondary School, Goatstown, Dublin 14.

* Achieved 505 points in the Leaving Certificate.
* Higher Level - Biology [A2], Business [B1], German [B2], Home Economics [B2], Mathematics [B3], English [C1].

**EXPERIENCE**

**McMahon Goldrick Solicitors:** Intern **13/06/16 - January 2017**

* In June I commenced a three week internship in the boutique medical litigation firm. I was subsequently offered an extended contract until January 2017, after which I will begin study for the FE1 exams in March.
* This firm specialises in assisting individuals who have sustained serious and catastrophic injuries.
* I work closely with the team on all files.
* My responsibilities include:
* Drafting legal documents e.g. Affidavits, Exhibits, Motions etc.
* Preparing briefs for counsel and expert witnesses.
* Conducting solo client and prospective client meetings.
* Case research.
* Corresponding with clients and other parties by taking telephone calls and writing letters and emails.
* Coordinating client medical appointments and engineering inspections.
* Taking attendance notes in meetings with clients, counsel and expert witnesses.
* Maintaining electric and hardcopy filing.
* Recently I have also taken over the firm’s social media marketing after attending Marketing Seminars in the Michael Smurfit Graduate Business School.

**Orix Aviation:** Legal Work Experience **02/09/15 - 09/09/15**

* I attained a work experience position in the Dublin headquarters of the international aircraft leasing firm.
* I worked with the in-house legal team.
* I developed my legal administration skills through reviewing prepared contracts and the in house jurisprudence.
* I gained a practical insight into the legal procedures involved with international transactions, international contracts, as well as international mergers and acquisitions.

**Ernst & Young:** Intern **02/06/15 - 21/08/15**

* I worked for three months in the People Advisory Services sub-service line of the Tax Division.
* I received an in-depth insight in the area of personal taxation.
* I assisted on a number of high profile client engagements.
* I gained a truly practical experience of working in a professional services firm.
* My responsibilities included drafting personal tax returns, taking attendance notes in client meetings, engaging in client correspondence, preparing a development project for the People Advisory Services Partner, and presenting a final team project to key partners in the firm.

**Hayes Solicitors**: LegalWork Experience **18/03/15 - 27/03/15**

* I sought to gain an insight into the practical aspects of my studies through developing my practical legal skills.
* I attained a work experience position for a week and a half during the Spring Break.
* I assisted Ireland's largest healthcare team with medical litigation cases.
* I performed case research.
* Maintaining electric and hardcopy filing.
* Preparing briefs for counsel and expert witnesses.

**Cath Kidston:** Retail Assistant **02/12/13 - 19/04/15**

* I was promoted to training new employees in customer service, product knowledge, till technology and brand values.
* I used my analytical skills to assist customers with their purchasing decisions.
* I cashed up at the end of the day.
* I used my organisational skills to help coordinate new deliveries.
* I followed brand values to provide exceptional customer service in a friendly and personal manner.

**INTERESTS AND ACHIEVEMENTS**

**SLS (Student Legal Service) Society:** I volunteered for the highly successful UCD society programme. We used our legal knowledge to help students who were finding themselves in the middle of a legal issue. Tenancy, rental and employer issues were the most popular complaints. The training I received for the clinics gave me a wealth of knowledge regarding the ethics and formality involved when dealing with actual cases. There was a great deal of responsibility placed upon me to ensure that I was providing accurate legal knowledge and the training I received provided me with the vital ability of making a judgment call on when to seek advice from a more experienced professional. I thoroughly enjoyed working in this voluntary role.

**SUCH (Students Unite for Children’s Health) Committee:** Our team rose over €17,000 for Barnardos from a series of innovative projects. Our team was chosen to represent Ireland in worldwide young entrepreneurial competition in Cape Town in 2010.

**Project Management:** Gaining a practical experience in the construction industry. I assist with the administrative duties in David Carroll Building Services Ltd. This includes drafting quotations and engaging with client correspondence.

**Tag Rugby:** I compete in mixed social tag rugby leagues with a team of school and college friends.

**REFEREES**

**Personal Reference:** Ralph McMahon, Managing Partner of McMahon Goldrick Solicitors

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