**Grace Looby**

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**EDUCATION**

2019 **The Law Society of Ireland**  
FE1 Candidate  
To commence Irish Law Society entrance exams in March 2019.

2014-2018                  **University College Dublin**

Bachelor of Business and Law (BBL)

Upper Second Class Honours (2:1)

-During my time in university, I held the coveted positions of Student Representative on the UCD Sutherland School of Law Academic Forum, UCD Student Ambassador and UCD Peer Mentor.

2002 – 2014           **St. Gerard’s School, Thornhill Road, Bray, Co. Wicklow**

Leaving Certificate

540 Leaving Certificate points

-Elected as Valedictorian of the Class of 2014

-Zambia Outreach Programme Volunteer 2014

-While in St Gerard’s, I was appointed to the position of prefect, was elected to the Student Council and won the Academic Award for English, Academic Award for History, Award for Model United Nations and Award for School Spirit.

**RELEVANT EXPERIENCE**

Sept 2018- **State Street Corporation, 1 Lincoln St, Boston, MA, USA**

Private Equity Associate

● I was selected as one of five candidates from Ireland for a nine month placement on a high- potential leadership development programme in State Street’s global headquarters. My first rotation is based in the Private Equity division of the Alternative Investment Solutions Group and my second rotation will be with the Legal team. The programme includes ongoing access to financial markets, financial regulation and corporate finance boot camp courses and case studies delivered by State Street's executive leadership. I look forward to applying this knowledge of the global financial services industry to the legal profession in the near future.

Aug 2017-Sept 2018 **Flynn O’Driscoll Business Lawyers, 1 Grants Row, Lower Mount Street, Dublin 2**

Intern: Finance

● I received a comprehensive insight into the operations of a mid-sized commercial law firm. As I held the role for a year, my responsibilities intensified over the course of my employment due to my reliable reputation in the firm. I communicated with banks to complete funds transfers, liaised with suppliers, performed billing procedures for professional services and prepared financial reports for partners. The role provided great context for understanding business development in the industry and noting trends in the legal market.

July 2017 **William Fry, 2 Grand Canal Square, Grand Canal Dock, Dublin 2**

Summer Intern: Technology and Commercial Contracts

● I applied my research skills to new legal developments including the GDPR and showed attention to detail when drafting internal memos and articles for the firm’s website. I also contributed to client correspondence, marked up contracts and created presentations for partners. The internship was beneficial as I learned a great deal from trainees and newly qualified solicitors about the diverse opportunities which can be present in a legal career.

June 2017  **Matheson, 70 Sir John Rogerson's Quay, Grand Canal Dock, Dublin 2**

Summer Intern: Commercial Litigation and Dispute Resolution

● My role comprised largely of litigation tasks such as compiling client documents and preparing booklets for court. I also attended the Four Courts and presented a professional demeanour to clients involved in the litigation process.

**ADDITIONAL EXPERIENCE**

Feb 2016- April 2018 **Irish Student Consulting Group**

Head of Marketing and Technology

● I joined this voluntary student organisation at its earliest development stage and played a key role in its growth as a consultant and during my tenure on the management team. I gained heightened commercial awareness and the ability to display initiative while working with other high performing students. When using analytics and research skills to devise innovative solutions for Irish businesses and charities, the questions posed ranged from market expansion strategies to the identification of digital research projects in third level institutions with the potential for investment. I also steered the founding of a new board of advisors for the group and ensured the smooth and well executed succession of the group to new leadership.

Sept 2016-May 2017 **The Shelbourne Dublin, St Stephen's Green, Dublin** **2**

Conference and Banqueting Associate

● I worked to 5 Star standards in one of Ireland’s most iconic hotels. It is part of the culture of the organisation to strive to exceed the expectations of the global clientele and to provide top quality service in a timely manner. The role also provided me with the opportunity to communicate clearly with guests and associates from a multitude of cultures as well as pre-empt guests’ needs and act proactively.

May-Aug 2016 **Club Monaco, 536 Broadway, New York, NY, USA**

Sales Associate

● I strategized to achieve ambitious sales targets for the Ralph Lauren owned brand in the global women’s flagship. I utilised KPIs such as conversion rates and previous year’s sales data to devise plans to maximise sales and earn the status of top stylist. It was imperative that I immersed myself in the role and studied the product offering in a short and pressurised time frame.

**INTERESTS AND ACHIEVEMENTS**

April 2017- April 2018 **University College Dublin, Student Legal Service**

Head of Ireland’s Student Legal Convention

● I lead Ireland’s Student Legal Convention 2018 in association with A&L Goodbody. The Convention attracted 300 students from universities all over the island of Ireland for debate and discussion with academic and industry leaders. The role required of months of diligent organisation, constant expectation management and the ability satisfying the needs of many parties. Also with the UCD SLS, I contributed to the annual publication “Legal Effects of the European Union”, was on the organising committee for the annual Law / B&L Charity Day and acted as a judge in the McCann Fitzgerald Negotiation Competition.

April 2015- 2016 **University College Dublin, Law Society**

Debates Convenor

● My consistently demanding role involved determining weekly house debate motions and inviting high profile guests for the largest student law society in Ireland, with over 3000 members in the 105th session. I demonstrated strong teamwork abilities which lead to the events attracting up to 600 attendees contributing to the society winning UCD Society of the Year.

Feb 2016 **Harvard National Model United Nations**

CELAC Delegate

● I travelled to Boston as part of the only Irish delegation at the prestigious 3000 delegate event. I sharpened my ability to compromise with international delegates from 70 countries and wrote a UN resolution which I subsequently presented and debated to the General Assembly.