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|  |  **Holly Traynor** D.O.B: 23/09/199628 St Patrick's CloseSkerriesCo. DublinTel: +353 86 869 6440Email: holtraynor@gmail.com |

**Education**

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| 2015 - Present | Dublin City University - Law and Society (BCL) Level 8 NFQCurrently in my 3rd and final year of this undergraduate degreeElected as Secretary on the committee of ELSA DCU 2017/18 (Previously STEP Officer 2016/17)**2nd Year Results:** 2:1 Overall (Ranked 14th in year group out of 74)**1st Year Results:** 2.1 Overall (Ranked 22nd in year group out of 74) |
| Extra Curricular | I have responsibilities associated with the general running and organisation of ELSA DCU for the year including organising and advertising events, general administrative duties and liaising with the National Board. Volunteered at the National Moot Court Competition in November 2016 in the CCJWrote a reflective article for Campus.ie about Leaving Cert ResultsTravelled to Budapest with ELSA DCU in January 2017 |
| 2009 - 2015 | Skerries Community College **Leaving Certificate Results:** 460 Points (*Individual results available on request*)Selected to be 1 of 20 Sixth year Prefects for the year 2014/2015 with duties including: Corridor duty, lunch time supervision, attending and assisting at internal and external eventsI was specifically chosen to be 1 of 5 Office Prefects. I worked in the school office once a week in the morning and at break time answering phones, dealing with parents/students/visitors and other general administration duties. My job required a lot of responsibility and discretion as I was working with confidential information at all times. |
| Extra Curricular | Throughout my time in secondary school I took part in various voluntary and charity activities such as bucket collections, Meals on Wheels volunteering, school concerts etc. In December 2014, I was the main coordinator of a whole school fundraiser that raised over €2000 for charity. |

### Employment History

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| September 2015 - Present | **Tesco Ireland Plc, Balbriggan, Co. Dublin**I am currently working part time in Tesco on the Customer Service Desk where my duties include:* Working in a fast paced and demanding customer service environment
* Answering telephone calls to the store
* Cash flow/till check management
* Sale of alcohol, tobacco and other restricted goods
* Processing item refunds/exchanges and dealing with customer complaints/queries diligently
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| June 2017 | **Viatel Ireland Ltd, Blanchardstown, Dublin 15**I completed a four-week internship in the legal department of this multinational company.* I observed how the law interacts with a business on a day to day basis and gained experience working on a multi-disciplinary team.
* I was given a range of responsibilities including assisting with the sale of commercial property. I also took responsibility for solving an issue with the IEDR regarding domain ownership.
* I issued an Equity Civil Bill in the Circuit Court Office and served same, drafted Novation Agreements, SLAs, T&Cs, Due Diligence responses and other general correspondence.
* I have gained experience being part of a team in a business environment and feel this would be useful for a career in law.
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| June - Aug 2016 | **Venture Legal Services, 8 Upper Mount Street, Dublin 2**During my time at VLS I gained experience of commercial law and business. * VLS has a strong commercial/technology focus. I know that Byrne Wallace also have established practice areas in Intellectual Property and Technology.
* While at VLS I prepared all of the documents to enable a client to draw down Competitive Start Fund investment from Enterprise Ireland and got to see the investment process from start to finish. I would be able to use this insight in working on similar investment transactions in Byrne Wallace. I also:
	+ prepared/filed European trademark applications
	+ advised on heads of terms re share purchase agreements
	+ notarisation/legalisation of documents
	+ opening bank accounts for overseas clients
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| June - Aug 2015 | **Martinsen Mayer Recruitment, Merrion Square, Dublin 2**Initially I was hired for one month to complete a database project but was then asked to stay and take on more responsibilities.* I assumed responsibility for the company’s social media presence across Twitter, Facebook and LinkedIn and created new blog content for their website. My efforts resulted in increased social media following and interaction. I recognise that managing social media is a ‘must have’ competency for both Byrne Wallace and their clients.
* I also had the opportunity to carry out telephone interviews and pre-screen candidates.
* This gave me an opportunity to see what qualities were valued by different businesses and I know how important it is for a candidate to be a correct fit for an organisation.
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| Summer 2011 -2014 | **Petit Café, Kildare Street, Dublin 2**I worked in this busy city centre café for 4 summers with duties including acting as cashier/first point of contact with customers, tea/coffee making, lodging cash takings in the bank and various cleaning duties. |
| Dec 2013 -May 2014  | **Raff’s On the Corner, Skerries, Co. Dublin**I worked part time as a waitress during 5th year in this local restaurant with duties including serving and taking orders from customers and working as a team in a busy service environment. |

### Work Experience

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| May 2017 | **A&L Goodbody, IFSC, Dublin 1**I was selected to take part in A&L Goodbody’s Law Start Day which involved a full day of information sessions, workshops and work shadowing current trainees of the firm in the firm’s offices. I found the day to be thoroughly enjoyable and a valuable learning experience going forward in my legal career.  |
| January 2013 | **Mason Hayes & Curran, Barrow Street, Dublin 2*** Assisting partners and solicitors in the office and in Court
* Lodging legal documents in the Central Office in the High Court
* Legal research / file retrieval
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| June 2013 | **Image Publications Ltd, Dun Laoghaire** |
| March 2013 | **RTÉ Studios, Donnybrook** |
| Feb 2013 | **St Patrick’s Senior National School, Skerries** |

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| Additional Skills* Excellent computer skills
* Excellent communication skills
* Enjoy meeting and working with people
 | Activities and Interests* Interested in current affairs, technology, social media, yoga and reading
* Member of societies such as ELSA DCU, DCU Law Society, FLAC and DCU FemSoc
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**References Available On Request**