**Lauren McGarry**

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DOB: 21/06/1993

**Education:**

**Maynooth University, Maynooth, Co Kildare**

* Bachelor of Laws Degree (LL.B.)
* 2012 – 2016

**St Laurence College, Wyattville Road, Loughlinstown, Dublin 18**

* 2011 – 2012

**The High School, Zion Road, Rathgar, Dublin 6**

* 2005 – 2011

**Presentation Primary School, Terenure, Dublin 6w**

* 1997 – 2005

**Legal Experience:**

**A&L Goodbody, Dublin**

**Date: June 2015 & August 2015**

In my previous role as a work placement student in A&L Goodbody I worked mainly as part of the firms Knowledge Team. My aptitude for commercial practice is manifest and I developed:

* Commercial awareness by examining current law and change of practice in specific areas;
* Exceptional research and analytical skills when sourcing case law;
* Proficiency in setting out evidence based and logical arguments in research papers;
* Attention to detail and sound judgement when proof-reading internal Know-How documents and creating case databases;
* An ability to prioritise and deal with large volumes of work, through working in an extremely busy period in the Knowledge Department, the release of the new Companies Act 2014;
* Excellent interpersonal skills by consulting and collaborating with my team within the firm;
* Excellent IT sills when preparing power-point presentations for use in the firm’s Annual Client Knowledge Seminar.

**Lacy Walsh Solicitors, 77 Strand Road, Sandymount, Dublin 4**

**Date: July 2015**

As a Legal Intern, my role was to provide research and support to senior lawyers. I demonstrated flexibility by working on projects relating to property law, tort law, family law, litigation and private client matters. In particular I demonstrated:

* Effective written and communication skills when composing letters to counsel, clients, state bodies and organisations;
* An ability to assimilate and interpret large volumes of complex information;
* Professional excellence in producing astute and accessible information for clients;
* An excellent ability to manage large workloads and prioritise demands;
* Professionalism and integrity when dealing with clients on a one to one basis;
* An aptitude for dealing with confidential information securely and professionally.

**Other relevant experience:**

**The Bombay Pantry, Clonskeagh, Dublin 16**

**Date: October 2013 – Present**

Throughout college I have operated part time as front of house in this popular Dublin food chain. Through this role I have gained invaluable experience and benefitted through developing:

* A great understanding of the issues which matter to business owners and the types of commercial decisions involved in operating a business;
* Fondness and excellent capabilities of working and leading a team;
* Effective problem solving abilities through dealing with customer queries and complaints both in house and over the phone;
* Excellent communication skills through listening and understanding what the customer wants and needs;
* An outstanding ability to put forward effective suggestions and solutions when asked by management, staff and customers.

**North Beach Pizza, Berkeley, California**

**Date: May 2014 – August 2014**

As a waitress in this busy Californian restaurant I co-ordinated with other wait staff in order to provide team orientated service.

**Toast Eatery, San Francisco, California**

**Date: May 2014 – August 2014**

As front of house of this busy Californian restaurant I made independent decisions using interpersonal skills in order to ensure the customers received quality service and satisfaction.

**Merchandising & Promotion Services**

**Date: June 2012 – October 2012**

Working in office administration required me to adapt quickly to an extremely fast paced environment in order to carry out general office administration work, deal with clients and meet deadlines.

**The Sunday World Newspaper**

**Date: 2008 – 2011**

Through working as part of the promotions team I acted as a direct link between the client and the company providing a promotional service and recording accurately the feedback given.

**I.T. Skills:**

Through my professional experience, I have consolidated my proficiency in using:

* Legal databases including Westlaw, Lexis, Justis, BAILLI and PLC;
* Software such as Microsoft Outlook, Word, Excel and Power Point;
* Know-How databases and the file-site system.

My IT skills are acknowledged through my completion of the ECDL computer programme.

**Interests and activities:**

As a principled individual with a strong sense of social responsibility, I was selected to be a part of the 2016 100minds team. This is a great honour as 100minds is a social enterprise that selects Ireland’s top college students. Furthermore, I am a member of the Maynooth Law Society. This encourages my professional activity. I participate in several mock trials and moot courts, which assert my ability to research, analyse and evaluate. I go to the gym regularly. This helps me maintain a healthy balanced lifestyle and relieve the pressures of my final year in college. I also read the newspaper daily; in particular the business section. This maintains my commercial awareness and enhances my general knowledge of world events and developments.

**References:**

Ms Paula Reid

A&L Goodbody

IFSC

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