**Curriculum Vitae**

**Lauren Clarke**

**The Rectory, Boyne Road, Navan, Co. Meath.**

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**Employment**

**Legal Intern in Litigation Department**

*Philip Lee Solicitors*

June 2015 – August 2015

• Working on cases involving employment law, intellectual property disputes and judicial review cases.

• Filing documents in Central office, preparing court documents, researching and liaising with solicitors in team.

• Attending court, liaising with counsel and the clients.

• Assisting Corporate Department with shareholder and subscription agreements and disclosure letters.

**Brand Ambassador**

*A&L Goodbody Solicitors, Dublin*

September 2014 – June 2015

• Ensuring that students of relevant courses/societies are aware of A&L Goodbody career opportunities

• Event management – participate and represent at key events

• On and offline networking - spreading the word to fellow students and peer groups

• Promotional material distribution - at key events and locations around campus

**Alumni Officer**

*The Free Legal Advice Centre (FLAC), Maynooth*

October 2014 – June 2015

• Maintaining a link with alumni who may return as qualified solicitors and barristers to volunteer at the clinics.

• Assisting as part of the committee in organising, running and participating at the weekly advice clinics.

**Intern in Employment Law Unit**

*Eversheds, Dublin*

August 2014

* Researching legislation on employment disputes and dismissals. Liaising with solicitors in the team.
* Drafting and preparing documents and memos on issues arising in the education sector.

**Summer Intern in Insurance Team of Corporate Department**

*A&L Goodbody Solicitors, Dublin*

July 2014

* Advising clients, which include many of the largest domestic and international insurers and reinsurers. Drafting and preparing court documents in relation to portfolio transfers.
* Attending court and liaising with solicitors in the team on the progress of matters
* Researching, making presentations and completing projects

**Tutor and Childcare**

*Speaking - Agency, Lyon France*

September 2013 - March 2014

* Teaching English through various interactive activities during the sessions
* Liaising with Speaking-Agency in relation to teaching methods, work completed and progress
* Meetings with the parents on a regular basis to discuss their child’s progress

**Intern**

*A G Graham & Co. Solicitors, Dublin*

August 2013

* Drafting documents and assisting solicitors in providing advice to clients
* Attending client meetings and meetings with solicitors in the firm to discuss cases and progress.

**Events and Entertainment Officer**

*Maynooth Students’ St. Vincent de Paul Society, Maynooth*

July 2012 – July 2013

* Identifying event ideas and organising and running the events
* Liaising with other societies, such as the Law Society, in running joint events and fundraisers
* Regular committee meetings to plan and discuss future initiatives. Liaising with marketing and PR colleagues to promote the events

**Treasurer**

*FLAC, Maynooth*

October 2012 – June 2013

* Setting up and managing the bank account for the society. Preparing audits required by the University
* Budgeting for the society and reporting of the accounts at the committee meetings

**Work Placement**

*Pinsent Masons, Leeds, UK*

October 2010

* Drafting documents and preparing files for Court
* Attending conference call meetings. Researching and making presentations

**Education**

**Bachelor of Civil Law (International) and French Erasmus Year as part of BCL International Degree**  *Maynooth University Université Catholique de Lyon, France*

2011 – 2015 – graduated with a 2:1 degree 2013 - 2014

[including Business 2011 – 2012]

**Secondary School Education Primary School Education**

*Loreto St. Michael’s, Navan Flowerfield N.S, Navan*

2006 – 2011 1998 - 2006

Leaving Certificate Points - 445

**Volunteer Experience**

- Certified Volunteer at FLAC Maynoothadvising on Landlord & Tenant, Insolvency, Bankruptcy, Employment, and Family Law.

- Volunteer with Maynooth Students’ St. Vincent de Paul Society

**Societies:**

- The Law Society Maynooth -The European Law Students’ Association (ELSA) Maynooth

- The French Society Maynooth -The Literary and Debating Society Maynooth

**Skills**

- Good communication skills - Reliable and responsible

- Ability to work both independently and as part of a team - Resourceful with ability to improvise

- Exceptional organisational and interpersonal skills

IT Skills: Proficient user of Microsoft Word, Excel, PowerPoint, the Internet and Email.

Other Skills: Full Driving Licence

**Languages** • English • French • Irish • Breton

**Hobbies & Interests**

* Piano (Completed Grade 8 with First Class Honours), Music, Travelling, Photography, Swimming

**References –** available on request