CURRICULUM VITAE

**LILY MCCAUGHAN**

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Driven BCL Law graduate of University College Dublin, with a proven ability to thrive in a fast-paced, client-focused legal environment. Experienced in large-scale legal transactions,

particularly in banking, from a previous legal internship. Skilled in navigating complex interpersonal situations with transparent communication, gained through pandemic-era work as a care assistant. Passionate about corporate law, with a creative and detail-oriented approach, seeking a legal traineeship.

**EDUCATION AND AWARDS**

Bachelor of Civil Law University College Dublin 2020-

Present

Overall Classification: First Class Honours (3.71)

* Trusts: A-
* The History of Public Law: A-
* Administrative Law- Remedies: A-
* Planning Law: A-
* Evidence- Practice and Principles: B+
* Spanish General Purposes 2: A

GCSE/A Level/Awards Cross and Passion College, Ballycastle 2014-2020

* GCSE: 5 A\*, 5 A’s
* A Levels: Biology A\*, Religious Studies A\*, Food Science A\*
* 1st Place in Northern Ireland ‘Learning for Life and Work’ GCSE CCEA Annual Awards.
* Pope John Paul II Gold Award.
* Runner up in the nationwide Texaco Childrens Art competition, 2015.

**WORK EXPERIENCE**

Legal Intern (Banking) McCann Fitzgerald LLP Feb 2023-May 2023

* Bibles: Compiling the relevant transaction documents according to the matter schedule, checking if each document is executed correctly and finding signatures/dates for those which were not, then sending these out to Lender/Borrower.
* Notices: Draft notices with a cover letter and acknowledgement, sign according to date of debenture and have them posted.
* Closings: Interacted with clients during closing signings, for which I would prepare the relevant documents and tab all signature pages where necessary.
* Deed bags: Following a closing, demonstrated organisational skills by compiling the relevant physical documents and signature pages, order according to bible index, create a schedule, and send to storage.
* Research tasks: Completed various research tasks for senior staff, e.g. Facility Agreement review using Excel.

Sales Assistant Dunnes Stores Beacon Court July 2024- Current

* Quickly picked up the necessary skills required as a till operator on the job while remaining calm and efficient during peak times.
* Further enhanced communication skills after completing training for customer service desk, dealing with customers’ various issues and queries regarding refunds and exchanges,
* Team Collaboration: Efficiently switched between till operator to customer service desk on short notice in busy periods to help co-workers.

Care Assistant Glendun Nursing Home Feb 2020- Jul 2021

* Assisted patients with immediate needs (dressing, bathing, bathroom, medical needs such as colostomy bags/catheters) in a sensitive manner which preserved dignity and prevented discomfort.
* Developed close personal relationships with each individual resident, being attentive and interactive when engaging with their concerns to help meet their specific needs.
* Took on 1-1 day and night shifts with dementia patients who required 24hr supervision.
* Maintained a friendly, patient and co-operative demeanour with family members of patients who had difficulty with visiting restrictions in place during COVID-19 pandemic.
* Highly flexible between caring, 1-1 feeds, domestic, laundry, and breakfast duties.
* Knowledge of risk management and confidentiality-based training.
* Obtained moving and handling certificate.

**EXTRA CURRICULAR ACTIVITIES**

Volunteering: Diverbo- Pueblo Ingles Toledo, Cordoba July 2017. July 2018

* + Facilitated language learning for native Spanish students, engaging in 1-1 conversations for six hours daily. Patiently corrected errors, tailored communication to each student, and proactively encouraged dialogue to ensure individual progress.
  + Demonstrated responsibility in free time to enhance program effectiveness.

Junior Ladies Golf Captain Ballycastle Golf Club 2015-2016

* + Organised social events, encouraged participation and extended outreach into the community to recruit young female players.
  + Winner of the Junior Ladies Summer tournament 2014-2015.
  + Waitress for Mercedes during The Open 2019.

Art: Sell commission pieces in my spare time.