**Lucy Ryan**

**5 Mountdown Park,**

**Terenure,**

**Dublin 12**

**Mobile:** (086) 2688233 **Date of Birth:** 13/12/1993

**E-mail:** [lucy.ryan@ucdconnect.ie](mailto:lucy.ryan@ucdconnect.ie)

***Education***

**Sept 2012 – Present University College Dublin, Belfield, Dublin 4 Degree:** Full Time Bachelor Civil Law with History **Total G.P.A: Year 1: 3.4 Year 2: 3.4 Year 3: 3.5 (Consistent 2.1)**

**Sept 2006 – June 12 St. Brendan’s Community School Birr, Co Offaly**

Successfully completed Leaving Certificate and Junior

                                  Certificate.

**Leaving Certificate Points: 500 -** Higher:Religion A1, English A2, Art B1, Irish B2, Geography B2, French C2

Ordinary: Maths B2.

**Award:** Academic Achievement Award for Leaving Cert Results 2012

**Sept 1998 – June 06 Killeen National School, Birr, Co. Offaly**

Successfully completed Primary Education

***Legal Employment***

**Aug 2013- Ongoing  Griffin Solicitors, 6 Cypress Park, Templeogue, Dublin 6W**

**Part-time (2 days a week) Position:** Paralegal

* Administrative and reception duties including legal research and critical analysis of casework with responsibility of billing clients
* Drafting of memoranda and case briefs providing effective support and liaison with legal team under strict deadlines
* Proficiency with Case Management System (Cortbase)
* Experience working in this Lexcel accredited firm

**June 2015 Maples and Calder, 75 St Stephen's Green, Dublin 2**

**Position:** Legal Intern within Funds Department

* Undertaking tasks such as preparation of Central Bank documentation, assisting trainees and paralegals with fund launches and legal drafting, updating blackline documents
* Undertaking intricate research tasks requiring critical analysis and constructive summation of such information

**August 2015 A&L Goodbody, 28 North Wall Quay, North Wall, Dublin 1**

**Position:** Legal Intern within Employment Department

* Conducting research tasks, preparing briefs for counsel whilst acting as effective support for trainees and associates
* Administrative tasks involving FileSite whilst recording minutes of meetings

***Other Employment***

**May – Aug 2014 Spinners Restaurant & Guesthouse, Castle Street, Birr, Co. Offaly**

**Position:** Waitress/Receptionist

* Reception and waitressing duties including cash management
* Responsible for flawless service employing effective interpersonal skills to meet high standards of customer service and satisfaction

**Jan – March 2014 St. Vincent’s University Hospital, Elm Park, Merrion**

**Road, Dublin 4**

**Position:** Catering Assistant

* Carrying out basic food hygiene preparation tasks utilizing the HACCP System as Certificate Training completed. ­
* Management of entire wards while liaising with other catering and Medical Staff in pressurized environment maintaining constant vigilance due to patient dietary requirements.

**Nov – Dec 2013 Radley and Co. Ltd Concession, Level One, House of Fraser, Dundrum Shopping Centre, Dublin 16**

**Position:** Radley London Christmas Staff Sales Assistant

* Promoting luxury Radley merchandise employing a keen eye for detail in displaying brand whilst networking with management
* Ensuring VIP customer satisfaction and service resolving customer queries and complaints including achieving competitive targets during peak season

**Sept 2009 – 2013      UK Greetings, Mill Street East, Dewsbury, West Yorkshire, WF12 9AW**

**Position:** Part-Time Casual Merchandiser

* To display, market and promote the sale of Greeting Cards while ordering and re-stocking frequently
* Setting up Promotional/Seasonal In-Fixture displays including liaising with Store Managers and networking with Territory/Line Managers

***Interests and Achievements***

* **News Writing & Photography:** News Editor and Contributor for the UCD University Observer Newspaper since 2012 and photographer for segment pieces
* **UCD SLS Committee Member and Student Legal Convention Coordinator 2015:** Coordinator for the SLC 2015 and Committee Member since 2012
* **Political Campaigning and Mooting:** Competitor in the Maiden Mooting Competition 2013 UCD Moot Court Competition and active member of UCD Young Fine Gael Society
* **Volunteer Work:** UCD Peer Mentor for Law with History 2013/2014, UCD International Buddy Programme Mentor 2013/2014, Relay for Life (Irish Cancer Society) Organiser and Committee Member 2013, School Fundraising for Irish Heart Foundation and Birr Hospice
* **Sailing and Swimming Competitor:** Sailing Competency Certificate in Catamaran Sailing (Grade 8) learnt through French, including Participation in the Organisation and Volunteering of the Dublin Tall Ships Festival 2012, Pool Lifeguard and Swimming Safety Qualification, Certificate of Recognised First Aid Courses

***Referees***

**Name:** Dr Kevin Costello **Name:** Mr John Griffin

**Position:**Senior Lecturer, BL M Litt PhD  **Position:** PrincipalSolicitor

**Address:** Sutherland School of Law,**Address:** Griffin Solicitors, 6 Cypress Park

Belfield, Dublin 4 Templeogue, Dublin 6W

**Tel:** (01) 716 4126  **Tel:** (01) 490 7651

**E-mail:** kevin.costello@ucd.ie             **E-mail:** john@griffinsolicitors.ie

**Signed:** Lucy Ryan **Date:** 23/10/2015­­­