

# Curriculum Vitae

Lucy MacDonald

## PROFILE

A conscientious final year Law and French student who possesses a strong interest in a range of aspects of commercial law. Having developed my interpersonal and problem-solving skills through varied work experience, I am eager to apply them in a challenging and dynamic commercial law firm.

## EDUCATION & QUALIFICATIONS

- 2013 - present:** L.L.B. (Ling. Franc.) in Law and French - Trinity College, Dublin  
Current average: II.I (62%) - expect to graduate in 2017  
Penultimate year of degree (2015-16) spent at Université de Strasbourg, France
- 2011 - 2013:** Leaving Certificate - St. Andrew's College, Blackrock  
580 points

## WORK EXPERIENCE

### *Legal*

July 2016                      Ronan Daly Jermyn Solicitors, IFSC                      Summer Intern

- Exercised communication skills by phoning Gardai to discuss ongoing cases (allegedly staged road traffic accidents) & ascertaining their availability to give evidence in the Circuit Court
- Carried out research into the Valuation Acts and the role of the Valuation Commissioner with a view to advising a client
- Undertook specific company law & conveyancing law research - prepared structured notes of findings to be used by solicitors in the corporate and commercial litigation departments
- Paid attention to detail when looking through insurance documentation in response to a request under Data Protection Act - noted information that should be redacted
- Assisted in discovery for ongoing High Court case - went through Mountjoy Prison daily records and organised relevant information into a chart to be referred to by barristers in court
- Attended Examiner's Court; subsequent filing in Examiner's Office
- Ensured essential documents were available to solicitors during County Registrar sittings - took note of Registrar's directions to input into attendance note
- Filed affidavits, summons & other documentation at Circuit Court Office, High Court Office and Companies Registration Office
- Compiled final checklist of deeds to be furnished to client following the completion of a share transfer - checklist formed the basis of a telephone conference between client & corporate partner

June 2016                      ByrneWallace, Harcourt St.                      Summer Intern

- Gained invaluable legal experience during 4 week placement in Health Services Department
- Instructed by a partner to read 40+ Irish, English & EU family law cases - summarised each into facts, findings and principles. Took initiative to prepare an indexed list of these cases by key issue, in order to ease the burden for family law solicitors in finding relevant caselaw.
- Presented an overview of this case law project at the end-of-month departmental meeting - developed my public speaking skills and also advised department members how project could be made use of
- Attended proceedings at Dolphin House District Court for an Interim Care Order - met with witnesses and social workers in advance. Typed up a detailed attendance note to go on the child's official file.
- Gained an insight into the commercial side of the firm when helping the HR department to organise an event for clients - assisted in organising guest list and name tags; welcomed clients to the hotel reception on the night.
- Participated in the firm's tag rugby team; took part in CSR tag rugby event for Solas Project

### *Commercial*

September 2016                      The Bridge 1859 Pub/Restaurant, Ballsbridge                      Waitress/Floor Staff  
- Present

- Joined a close team of experienced bar staff & quickly progressed into becoming valued team member

- Working as a waitress in an extremely fast-paced environment - duties include serving food and drinks, working the till, collaborating with other staff to clean & close the premises in timely fashion
- Deal with a large influx of customers on match days - venue was official sponsor of Aer Lingus American Football League
- Financial element to role - ensure nightly tips are divided fairly amongst floor & managerial staff
- The Bridge 1859 won Sky Bar Outstanding Customer Service Award in 2016 - expected to maintain this reputation through an extremely high level of customer service, particularly to corporate guests and rugby players in our private function rooms

### **Voluntary**

May - August  
2015

Suas Educational Development

Teaching Volunteer

- 10 weeks working as a teaching volunteer in a slum school in Kolkata through an NGO
- Co-ordinated with one teaching partner to teach English and Maths to 40 children aged 7-12
- Prepared structured daily lessons, worksheets and regular projects for the children
- Set weekly teaching objectives and measured them; completed detailed teaching reports to be utilised by future volunteers
- Collaborated with 9 other volunteers to prepare video presentation on global issues
- Tasked with raising €2,995 in advance of placement - organised fundraising coffee mornings & successfully independently raised over €4,000 - one of the most successful of the 64 volunteers

### **AWARDS & ACHIEVEMENTS**

- Academic: Awarded Trinity College Dublin's Entrance Exhibition Award in 2013 on the basis of high performance in the State Examinations
- Commendation: Received a Certificate of Completion in 2015 for my role as a mentor to first year law students. Awarded an additional Certificate of Commendation recognising the positive feedback I received from my mentees
  - Certificate of Completion for successfully completing a SafeTALK intensive suicide prevention workshop to enhance my abilities as a mentor
- Linguistic: Recipient of the Modern Languages Prize in secondary school due to achieving A grades in more than 1 modern language State Exam (French and Italian)
- Technological: Successfully completed typing skills programme and European Computer Driver's Licence

### **INTERESTS & EXTRA-CURRICULAR ACTIVITIES**

- Musical: A dedicated flute player for over 13 years - achieved Honours results in Royal Irish Academy of Music examinations Grades 3 - 7. I continue to play independently for my own enjoyment.
- Student Managed Fund: At Trinity, I participate in the SMF Society - Europe's first student managed fund. As an analyst on the Healthcare Sector Team, I conduct regular market research (for companies such as Boston Scientific) and prepare stock screenings to be viewed by other team members. With no training in this area, analysts are largely self-taught.
- Literacy Support Programme: Continuing my involvement with Trinity's branch of SUAS, an Irish NGO. I am a literacy mentor to two different 5th class students at a DEIS school. Each week, we participate in a paired reading session with the aim of improving their reading age, increasing their confidence and vocabulary and enhancing their literacy skills.

### **REFEREES**

Academic: Dr. Niamh Connolly  
Former Trinity lecturer in Law & French  
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Other: Auke van der Werff  
Supervisor/Owner at McLoughlin's Bar  
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