

MAEVE LYNCH

Clonskeagh, ED62 D14 | 085 2079362 | maeve.lynch1903@gmail.com

SUMMARY

Experienced legal executive, passionate about law and eager to learn. I have completed all of my FE1 examinations and I am currently on a travel break in New Zealand with a view to returning to Ireland to complete my training as a solicitor. I work well as part of a team and thrive in a fast-paced environment.

EXPERIENCE

02/2024 to 08/2024

Legal Executive

Beale & Co. Solicitors - Dublin

- Drafting Documents for Court proceedings - Affidavits of Discovery, Verification, Service etc
- Reviewed legal documents for accuracy and compliance
- Assisting Fee Earners on Discovery Tasks - marking documents as relevant or irrelevant for the purposes of the discovery order
- Assisting fee Earners with Legal Research tasks
- Attending trials and taking notes on the outcome
- Drafting letters to the clients/ the insured and counsel
- Assisting with sending documents by post and scanning the post every day
- Preparing briefs and assisting with compiling hard copy documents for court

02/2023 to 01/2024

Legal Intern

Philip Lee LLP - Dublin

- Drafting Documents for Court proceedings - Affidavits of Discovery, Verification, Service etc
- Assisting fee Earners with Legal Research tasks, this included drafting research memos for the department
- Attending trials and taking notes on the outcome
- Drafting letters to the clients/ the insured and counsel
- Preparing briefs and assisting with compiling hard copy documents for court
- Attending meetings and taking detailed notes of the meeting for the file
- Scheduling zoom calls/ meetings for fee earners.

08/2022 to 02/2023

Legal Executive

O'Brien Lynam Solicitors - Dublin

- Drafting Documents for Court proceedings - Affidavits of Discovery, Verification, Service etc
- Assisting fee Earners with Legal Research tasks
- Attending trials and taking notes on the outcome
- Drafting letters to the clients/ the insured and counsel
- Assisting with sending documents by post and scanning the post every day
- Preparing briefs and assisting with compiling hard copy documents for court
- Attending meetings and taking detailed notes of the meeting for the file
- Answering reception calls and greeting clients when necessary

02/2022 to 07/2022

Front of House

Berman and Wallace - Clonskeagh

08/2020 to 12/2021 **Front of House**
Street Restaurant - Clonskeagh

09/2018 to 05/2019 **Shop Assistant**
Dunnes Stores - The Beacon

10/2017 to 07/2018 **Customer Service Agent**
Paddy Power - Clonskeagh

SKILLS

- IT Skills
- Legal Research
- Document filing
- Time management
- Communication
- Organisational Skills
- Problem - solving skills
- Proofreading and editing Pleadings/
Legal Documents

EDUCATION

05/2021 **BCL - Law with Social Justice**
University College Dublin
GPA: 3.67

Leaving Certificate 2017

Mount Anville Secondary School

Maths O2, Irish H3, English H3, French H3, Spanish H2, Music H2, Religion H2, Home Ec H2.

FE1 Examinations

Law Society of Ireland

Passed all eight fe1 examinations on first attempt. Tort - 52, Criminal - 50, Constitutional - 56, Contract - 61, Company - 61, Eu - 60, Property - 60 and Equity - 61.

HOBBIES AND INTERESTS

- Member of a Pottery Club
- Member of a football/ soccer team in New Zealand currently
- Grade 8 Piano



Academic Transcript

This document was produced on: 2nd February 2024

Maeve Lynch

Student Number: 17327526

Date of Birth: 19th March 1999

This is to certify that the above student registered for a programme of study leading to the Bachelor of Civil Law (240 Credits)

Qualification and Award

Qualification:	Bachelor of Civil Law Baccalaureatus in Jure Civili
NFQ Level:	Level 8
Major:	Law with Social Justice Minor In Social Justice
Award Status:	Completed
Award Date:	17th June 2021
Award GPA:	3.66
Award:	Second Class Honours, Grade 1
Conferring Date:	31st August 2021

Module and Assessment Outcomes

Academic Year	Module	Credits Attempted	Credits Earned	Grade	Grade Points
2020/21 Spring Trimester					
LAW30160	Evidence - Practice and Principles	5.00	5.00	B	3.4
LAW30180	Jurisprudence	5.00	5.00	A-	3.8
LAW30230	Overview of Law Relating to Creation and Administration of Trusts	5.00	5.00	B	3.4
LAW30290	Administrative Law: Remedies for Unlawful Administrative Action	5.00	5.00	B+	3.6
SSJ38290	Discrimination: Law & Society	10.00	10.00	A	4.0
2020/21 Autumn Trimester					
LAW30060	Equity: History, Doctrines, Remedies	5.00	5.00	B	3.4
LAW30170	Employment Law: the Contract of Employment	5.00	5.00	B+	3.6
LAW30470	International Human Rights Law	5.00	5.00	B+	3.6
LAW30700	The Lawyer, Professional Ethics & Legal Practice	5.00	5.00	B	3.4
SPOL30010	Policy-making, Implementation & Evaluation	5.00	5.00	A-	3.8
SSJ30080	Masculinities	5.00	5.00	A	4.0



Module and Assessment Outcomes (continued)

Academic Year	Module	Credits Attempted	Credits Earned	Grade	Grade Points
2019/20 Summer Trimester					
INTLCD101	Study Abroad	30.00	30.00	XG	.0
2019/20 Autumn Trimester					
LAW30070	Evidence - Foundations	5.00	5.00	C+	3.0
LAW30240	Administrative Law: Grounds of Review	5.00	5.00	A-	3.8
LAW30740	Intellectual Property Law	5.00	5.00	B	3.4
SPOL38190	Child Abuse, Sexual + Domestic	5.00	5.00	A+	4.2
SSJ30030	Disability and Equality	5.00	5.00	A-	3.8
SSJ30070	Gender War and Violence	5.00	5.00	B+	3.6
2018/19 Semester 2					
LAW20170	Company Law II	5.00	5.00	B+	3.6
LAW20340	EU Economic Law	5.00	5.00	A-	3.8
LAW20380	Property Law II	5.00	5.00	B	3.4
LAW20400	Criminal Offences and Defences	5.00	5.00	B	3.4
SSJ20050	Social Justice Movements: Global and Local	5.00	5.00	C	2.8
SSJ20110	Gender, Power and Politics - Historical Perspectives	5.00	5.00	A-	3.8
2018/19 Semester 1					
LAW20090	Company Law I	5.00	5.00	B+	3.6
LAW20330	EU Constitutional Law	5.00	5.00	B+	3.6
LAW20370	Property Law I	5.00	5.00	B	3.4
LAW20390	Criminal Liability	5.00	5.00	B	3.4
SSJ20010	Childhood Inequality in a Global Context	5.00	5.00	B	3.4
SSJ20140	Human Rights & Social Justice	5.00	5.00	B	3.4
2017/18 Semester 2					
LAW10060	Constitutional Law: Fundamental Rights under the Constitution of Ireland	5.00	5.00	C+	3.0
LAW10200	Nominate Torts	5.00	5.00	B-	3.2
LAW10350	Contract: Vitiating Factors and Remedies	5.00	5.00	B	3.4
LAW10360	General Introduction to the Irish Legal System	5.00	5.00	B	3.4
SSJ10060	Inequality and Social Justice in Irish Society	5.00	5.00	B+	3.6
SSJ10070	Exploring Gender	5.00	5.00	A-	3.8
2017/18 Semester 1					
LAW10050	Constitutional Law: Institutional Framework of the Constitution of Ireland	5.00	5.00	A-	3.8
LAW10190	Negligence and Related Matters	5.00	5.00	B+	3.6
LAW10340	Contract: Formation	5.00	5.00	B	3.4
LAW10420	Legal and Professional Skills	5.00	5.00	B	3.4



UCD Registry

Student Desk & Student Records

Tierney Building
University College Dublin
Belfield, Dublin 4, Ireland

T: +353 1 716 1555

www.ucd.ie/askus

Clárann UCD

Deasc na Mac Léinn & Taifid na Mac Léinn

An Coláiste Ollscoile, Baile Átha Cliath
Belfield, Baile Átha Cliath 4, Éire

Module and Assessment Outcomes (continued)

Academic Year	Module	Credits Attempted	Credits Earned	Grade	Grade Points
PHIL10030	Introduction to Modern Philosophy	5.00	5.00	B	3.4
SSJ10020	Global Justice: Towards an Egalitarian Global Order	5.00	5.00	B-	3.2

Stage Grade Point Averages

Stage	GPA	Credits
Stage 4	3.67	60.0
Stage 3	3.63	60.0
Stage 2	3.47	60.0
Stage 1	3.43	60.0

Signed

Professor Colin Scott

Registrar, Deputy President and Vice-President for Academic Affairs

To verify this document, go to www.ucd.ie/verify and enter
Student/Staff ID: 17327526 & Document ID: 0343195C033DE18F



Appendix of Definitions and Guides

Module Grade Scales

		Grades
Standard	Excellent	A+, A, A-
	Very Good	B+, B, B-
	Good	C+, C, C-
	Acceptable	D+, D, D-
	Fail	E, F, G
	No Grade	NG
Non Standard	Audit. No Credit Awarded	AU
	Distinction	DS
	Pass	P
	Pass by Compensation	PC
	Non Module Credits	XG
	No Work	NW
	Withdrawn (Future sittings may or may not have the grade point capped - see Regulations)	W
	Incomplete	I, IX, IP

Qualification and Award Classification

GPA: Grade Point Average

The award GPA is the average grade earned by a student, calculated by dividing the the grade point of the applicable modules (determined by the programme) by the number of credits earned for those modules. The GPA Range is 0 - 4.2

The level of award is determined with reference to the following GPA scale:

GPA	Award
3.68 to 4.20	First Class Honours
3.08 to 3.67	Second Class Honours, Grade 1
2.48 to 3.07	Second Class Honours, Grade 2
2.00 to 2.47	Pass

Stages and Credits

A student will progress through a programme in stages. Completion of each stage normally requires the successful accumulation of credits specified for each programme.

Programme specifications define the credit requirements of each stage of a programme, and will specify the range of modules which must, or may, be taken in order to satisfy these credit requirements.

1 Credit is equivalent to 1 ECTS credit and is associated with 20-25 hours of learning.



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For further information, see UCD's Academic Regulations, available at:

https://hub.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123

National Framework of Qualifications (NFQ)

The National Framework of Qualifications was established in 2003 and provides a structure to facilitate the comparison of qualifications within Ireland. The Framework categories awards as either Major, Minor, Special Purpose or Supplemental. Universities generally make awards between NFQ levels 8 - 10 as follows (with Minor and Special Purpose awards may be awarded at level 7 such as University Certificates and Diplomas)

UCD Major Award

Honours Bachelor Degree Awards / Higher

Diplomas

Masters Degree Awards / Graduate Diplomas

Doctoral Degree Awards

NFQ Level

Level 8

Level 9

Level 10