**Marie Claire Cierlica**

Nationality                   Irish D.O.B.         09/11/1992

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Dublin 1

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**Education and Qualifications**

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| 2012 to date | | **Trinity College Dublin**  **LL.B. Law - expect to graduate June 2016** |
| First year:  Second year:  Third year: | Torts (61%); Constitutional Law 1 (68%); Irish Legal System (63%); Contract Law (58%); Legislation and Regulation (65%); Criminal Law (60%);  Private Law Remedies (60%); Administrative Law (67%); Land Law (53%); Equity (66%); Constitutional Law 2 (66%); EU Law (67%);  International Human Rights Law (64%); Company Law (65%); Commercial Law (61%); Refugee and Immigration Law (66%); Public Interest Law (65%); Family Law (63%); | |  |
| 2005 - 2010 | | **Muckross Park College, Donnybrook, Dublin 4.** |
| 2011-2012    2010-2011 | | **St. Laurences College, Loughlinstown, Dublin 18.**  **Leaving Certificate:** English (B1); Irish(A2); Home Economic(A1);French (B1); Geography (B1); Agricultural Science (B1); Business Organisation(A2); Biology(A1)  **Institute of Education, Leeson Street, Dublin 2.**  **Leaving Certificate:** English (B3); Irish(A2); Maths(B2);French (B1); Geography (B2); Agricultural Science(B1); Biology(B3)  **Muckross Park College, Donnybrook, Dublin 4.** |
| 2008-2009 | | **Junior Certificate:** English (B); Irish (B); Mathematics (B); French (A); Geography (A); History (A); Business (A); Civic Social Political Education  Education (A); Science (A); Religion (A) |

E.C.D.L Certificate European Computer Driving Licence completed June 2009

First Aid course completed June 2011

**Employment history**

February 2015. June-July 2015 ***Legal Intern*** Cahir O´Higgins and Company Solicitors

Responsibilities included: Assisting the solicitors during consultations. Attending to the barristers in court. Getting legal documents sworn, stamped and lodged in court on time. Diarising appointments and court dates. General administration. Skills gained: I improved my general office skills working with Microsoft word and Excel, data imputing and filing. I developed a professional telephone manner and my communication skills through liaising with clients, solicitor, police and the courts service. I learned the importance of remaining calm and accurate under pressure. The necessity to develop and maintain relationships with clients and to empathise with clients while keeping a professional detachment. I learned the importance of discretion and confidentiality with information about cases and clients.

May 2015-June 2015 ***Legal Intern*** O’Hanrahan Lally Solicitors

Responsibilities included: Getting legal documents sworn, stamped and lodged. Liaising with other solicitor’s and clients. General office work, Basic book keeping of expenses accrued in a personal injury case. Skills gained: I improved my book keeping skills. I examined many personal injury cases and sat in on consultations with claimants. I learned the type of evidence and information used for these cases. I learned patience during delays in a case and the necessity to keep a claimant updated, positive and informed as the process can take many years waiting for the full extent of the alleged injury to become apparent. I saw the process involved with final settlement negotiations on the steps of the court.

September 2013-April 2013 ***Welfare Ambassador Students Union (voluntary)***Trinity College Dublin

I work under the Student Union welfare officer in Trinity. Every week I visited St. James Hospital in Dublin and met with students who may not be on the main campus such as nursing students etc. I provided a link for them to the college and I gave advice as to services available to help them with any queries or issues they had. I provide non - perishable food items and other supplies they may need and kept them in contact with the college.

**Language Skills**

English – Native speaker Irish-conversational and written.

French- A Level standard. I was a member of the French debating team in secondary school.

**Interests and activities**

I was a member of the ***Aiesec***marketing team in Trinity. This society develops future business leader skills and connects students to businesses through internships. My team had to recruit Trinity College students onto the International corporate internships and Voluntary NGO internships. We did this through a strategic, co-ordinated marketing campaign. I developed my team work and collaborative skills by through strategizing, developing and finally implementing this marketing plan as a team. I improved my communication and persuasive skills through informing students both face to face and online via a newsletter about the opportunities available, connecting with past students who completed the internships, updating the team on progress and following up with all interested students.

I was a voluntary ***karate instructor*** in the junior class for two years in my club in Dublin. I coached 4-12 year olds for two hours every week. It was a great and rewarding experience. I developed confidence in communicating and lead a large group and organisational skills both through running the class and planning the class activities. I improved my interpersonal skills through meeting with parent’s children and the other instructors.

I am a tutor for primary school children with ***Trinity VDP***. Every Thursday I go to StIt is a great experience I work with children in St Audens school in Pearse street. get to support an guide children and they also get to meet university students and give them a different perspective and hopefully show them the opportunities that are available to them academically

Referees-references available upon request.

Academic Work

Professor Liz Heffernan Cahir O’Higgins

Associate Professor, School of Law Managing Partner

Trinity College Dublin Cahir O’Higgins & Company Solicitors

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