

Meghan Clarke

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Education and Exam Results

Trinity College Dublin LL.B. Law: 2014-2019

1st Year (II.II) 2nd Year (II.I) 3rd Year (II.I) 4th Year (to be assessed)

St Joseph's Secondary School, Foxford, Co Mayo: 2007-2013

Leaving Certificate 2013: 535 points (96th percentile)

Career Related Experience

Legal Experience

Secretarial Support at ByrneWallace: October 2017-August 2018 (temporary contract)

- Drafting of legal instruments and communications, often using BigHand and typing at a speed of over 65 words per minute.
- Assisting in the closing of transactions.
- Working on projects as part of a team.
- Management of hard copy documents and filing of soft copies on DMS.
- Training of new support staff.
- Primary administrative assistant for the 'New Homes' department.

Intern at the Legal Section of the Department of Finance: August 2017-September 2017

- Transposition of European instruments into Irish law.
- Responding to legal queries from different sections of the department in a timely fashion.
- Proofreading and editing documents prior to their publication.
- Attending meetings with other sections of the department to discuss the status of various projects and develop action plans for new projects.

Trinity College Brand Ambassador at A&L Goodbody: September 2016-June 2017

- Promotion of events, programmes and competitions run by the firm through social media, word of mouth, lecture announcements and publication of posters around campus.
- Liaising with staff in the firm as well as my fellow brand ambassador to assist in the organisation of events, suitable times and expected attendance numbers.
- Answering questions from fellow students with regard to applications and other aspects of the firm and also communicating more complex questions to staff members in the firm.

Administrative Experience

Secretary at Clarke's Funeral Services, Foxford, Co Mayo: September 2010-Present

- Answering phone calls and e-mails professionally and with regard to the sensitive nature of the business.
- Ensuring bereaved clients feel at ease while making funeral arrangements.
- Drafting death notices and advertisements for publication in local and national media.
- Preparation of staff rotas and liaising with other community members such as the parish priest, graveyard managers, church singers and local catering businesses to ensure the process runs smoothly with minimum stress for clients.
- Preparation of invoices and other documents for the accountant and clients.

Interests

- Volunteering – I fundraise for Cystic Fibrosis Ireland. I hold a seat on the Charities Committee of the Law Society in Trinity and we are currently organising 'Law Day' to raise funds for Jigsaw. I volunteer weekly with 'Children in Hospital Ireland' which involves using play in Temple Street Children's Hospital to communicate with sick children.
- Music - Singing and playing guitar. I am currently rehearsing for 'Chicago' with the Trinity Musical Theatre Society.
- Social Entrepreneurship – As part of a group, I am working on ethically sourcing clothing from Zambia to provide employment to local women in the area.
- Yoga – I practise yoga daily as it is therapeutic for the mind.
- Mindfulness – I utilise mindfulness to boost productivity.
- Fitness - I keep fit by going to the gym frequently.
- Travel – I like to see a new place each year to take in different cultures.

Achievements

- I am on course to be awarded the 'Trinity Employability Award'.
- Competent in the Irish language.
- Completed singing exams with the National Academy of Music and water safety courses.
- Former chairperson of the Green Schools Committee in secondary school which was awarded three green flags.
- Received an award from J.E Cairns School of Business and Economics.
- Selected to participate in a 'LawStart Day' programme run by A&L Goodbody.

Referees

Ms Alison O'Sullivan
Partner,
Property Department,
ByrneWallace Law Firm.

Mr Suryapratim Roy,
Assistant Professor,
Trinity College Law School.

Contact details available on request.