# Mina Dawood

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**EDUCATION:**

**University College Dublin (UCD) 2013-2017**

**Bachelor of Civil Law**

***Relevant Modules:*** Contract Law, Company Law, Property Law, Environmental Law, EU Economic Law, Revenue Law, Employment Law, Competition Law and Banking Law.

***Results:***Current GPA -3.52. Second Class Honors, Grade 1

**St Andrews College, Booterstown 2007-2013**

**Leaving Certificate *Results:***505 points

**PROFESSIONAL EXPERIENCE:**

 **Relevant-**

**Legal Assistance/Office Manager, McLernon McCann Solicitors August 2016**

* Working on cases in the areas of Conveyancing, Road Traffic Offences and Public Liability.
* General Secretarial work (responding to emails, letters and faxes, answering the telephone, updating diary).

**Internship, Mason Hayes & Curran June 2016**

* Working as part of a team in the Public and Administrative Law Department.
* Drafting legal documents and taking court attendance.
* Conducting extensive legal research.
* Sitting in on client meetings and conference calls.
* Gaining exposure to the everyday workings of the Juvenile Court and Children’s Court.

**Internship, Stephenson Solicitors June 2014 - August 2014**

* General Secretarial work (responding to emails, letters and faxes, answering the telephone, updating diary).
* Attending client meetings and recording notes during meetings and during court proceedings.
* Drafting and writing up Oaths, Affidavits, Fee Advices and Enduring Power of Attorneys.
* Performing day-to-day general client and office banking.
* Preparing legal briefs for an upcoming court case.

**UCD Corporate & Commercial Study Visit London March 2015**

* Participating in a commercial awareness workshop at Linklaters.
* Assessing a litigation case at Clifford Chance and gaining an insight into the commercial law life.
* Undertaking a negotiation skills workshop at Slaughter & May and learning about strategic planning.
* Developing leadership skills in a merger & acquisition workshop at Baker & McKenzie and realising the importance of due diligence.
* Engaging in an alternative dispute resolution workshop at Herbert Smith Freehills.

**Work Experience: Four Courts, Dublin January 2011**

* Implementing an alternative filing system for the building maintenance department.
* Aiding the administrative department transfer documents.
* Sitting in on and watching a number of cases and trials in both the Four Courts and Central Criminal Court.

 **Additional-**

**Student Caller, UCD Foundation September 2016-present**

* Helping to secure vital funding for the UCD Champions Scholarships.

**Crew Member, Hollister March 2015 – May 2016**

* Ensuring daily targets are met and stock levels remain at a consistent flow.
* Assisting customers with their queries and requests either in person or over the telephone.

**Marketing Intern, Smileys Grill August 2015**

* Assessing the company’s current eMarketing strategies and liaising with the marketing team.

**VOLUNTARY EXPERIENCE:**

**Alzheimer’s Centre Heskin Court 2010-2011**

* Engaging with the elderly and those affected by Alzheimer’s.
* Organising games and activities for them.
* Assisting them to the bathroom and preparing for lunch and dinnertime.

**UCD St Vincent De Paul 2013 - 2016**

* Preparing supplies and handing out soup and sandwiches to the homeless around Dublin City.

**KEY SKILLS:**

**Enthusiasm and Motivation** Rewarded at Hollister by the managers for work ethic and actively looking to learn new roles such as working tills or asset protection. Entrusted by Stephenson Solicitors and McLernon McCann Solicitors to run the office during busy periods helping me become much more flexible in my role as legal intern/assistant.

**Teamwork and Leadership** Captained rugby and football teams, acted as Ambassador of Iraq in Model United Nations, resolved discrepancies the as treasurer for UCD fencing club during 2014-2015 and transformed Jane Carroll Design as part of a Google Online Marketing Challenge team.

**Business Acumen** Interning at a large Full Service business law firm has improved my business understanding. The Google Online Marketing Challenge informed me on the struggles of a small company.

**Communication** My time at the Alzheimer’s Centre and at Stephenson Solicitors taught me to adapt to different circumstances and to the needs of different clients. Working in the very difficult area of Child Care has taught me how to remain professional and level headed at all times. Expanded my business experience at Smileys Grill during meetings and gained exposure to unfamiliar cultural business dealings.

**LANGUAGES:**

I have a moderate level of understanding and speaking the Arabic language. I am currently learning to read and write the language to reach a degree of fluency. Leaving Certificate level French.

**INTERESTS & ACHIEVEMENTS:**

**Academic**

* BCL class ranking of 2nd for 2014-2015 and 3rd for 2015-2016.
* Winner of the Dun Laoghaire-Rathdown County Council ‘Young Entrepreneur’ competition.
* Winner of the Parent Teacher Association award for outstanding student.
* Awarded Gaisce Bronze Medal.
* Won 4 distinguished delegate awards at Model United Nations (MUN) conferences and was selected as Deputy President of the General Assembly at St Andrews International MUN.

**College Involvement**

* Student Legal Service Negotiations Competition.
* Law Rep for the UCD Students Union 2013-2014.
* Contributor for the University Observer and B8 Student Magazine.
* UCD International Buddy –Leading a group of international students in UCD and helping resolve any of their difficulties while working as part of a team.
* Founding committee member of UCD Model United Nations.
* Fencing Committee Member 2014-2015.
* Quarterfinals of the James Joyce Maidens debating competition.

**Sport**

* UCD Tag Rugby –Active and key winger of the Cup winning ‘Law Blacks’.

**Music**

* Playing the piano (grade3) with interest in Erik Satie and currently teaching myself the guitar.

**References:**

Anne Stephenson, Principal of Stephenson Solicitors. Tel:01-2756759 Email: stephensonsolicitors@eircom.net

Dr Mary Catherine Lucey, Associate Dean of UCD School of law. Email: mary.catherine.lucey@ucd.ie