

CV

MOLLY BEAUCHAMP

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SUMMARY

Business and Law graduate, University College Dublin. Awarded a second class honours, grade one (GPA 3.56), ranking 7th out of 101 in my final year. I sat four FE-1 examinations in October 2016 in Company, Contract, Criminal and EU; results pending.

I am an enthusiastic and motivated worker that can work well off my own initiative and also as part of a team.

LEGAL WORK EXPERIENCE

Summer Intern, Eugene F. Collins, Dublin

May 2015 - July 2015

Eugene F. Collins is a top solicitors firm, employing over 100 people, including 24 partners. I participated in their summer internship programme with seven other interns, completing rotations in their litigation and corporate departments. I prepared a presentation on the importance of law firms and solicitors to have a social media presence.

Corporate (3 weeks)

- Completing CRO forms and filing them in CRO.
- Accompanying trainees to meet clients.
- Assisting in company secretarial work.
- Research, including using legal databases.
- Proof reading.

Litigation (3 weeks)

- Photocopying and preparing books for Counsel.
- Attending Court and the Land Registry.
- Drafting emails.
- Research, including using legal databases.

Transition Year Work Experience, Dillon Solicitors, Dublin

Nov 2009

Dillon Solicitors provides services in diverse areas of law, including employment law, family law, litigation and sports law. It aims to be regarded as the best suburban law firm in Dublin.

- Photocopying.
- Attending court.
- Assisting in company secretarial work.

OTHER RELEVANT WORK EXPERIENCE

Waitress, Gleasons of Booterstown, Dublin Feb 2013 – Present

- Taking of food and drinks orders, and serving patrons in a timely manner.
- Training new staff.
- Managing float and operating tills.
- Dealing with complaints and diffusing situations when necessary.

Waitress, Christie's of 41 North, Newport, Rhode Island June 2014 – Aug 2014

- Assisted in the reopening of the restaurant for the season.
- Training new staff.
- Working "banquets" of over 100 people, serving food and drink in a formal environment.
- Responsible for "cash drop" up to \$800 at a time.

Office Assistant, Blackrock Clinic, Dublin June 2012 – Sept 2012

- Answering phones.
- Booking appointments.
- Checking patients in and out.
- Taking payments.

EDUCATION

- Sept 2012 – May 2016: University College Dublin, BBL, 2:1 (3.56).
- Sept 2006 – May 2012: Mount Anville Secondary School, Dublin.

Subjects studied for Leaving Cert: English (H), Maths (H), Home Ec (H), Biology (H), Business (H), Spanish (H), Irish (O).

Points obtained: 500

INTERESTS AND ACHIEVEMENTS

- Proficient Spanish speaker: spent two months attending Spanish Secondary School, Elche, Spain in 2010. Member of the Dublin Schools Spanish debating team, 2012.
- Excellent IT skills: good knowledge of Microsoft Word, Access, Excel and Powerpoint.
- Keen interest in sports; golf, tag rugby, hockey and tennis. Runner up Leinster Schools Tennis League, 2011. Assistant tennis coach, Blainroe Tennis Club, Wicklow, 2010/2011.
- Awarded "An Gaisce" Presidents Medal, Bronze in 2010. In completing "An Gaisce" I partook in "Homework Club" on a weekly basis assisting underprivileged children with their homework.
- Former member of Innovators & Entrepreneurs, and Student Legal Services, UCD. Participant in Law Day 2016, bucket collection in aid of Temple Street Children's Hospital.

