**Orla McCarthy Lyons.**

**Address:** The Lodge, Corcamore, Clarina, Co. Limerick.

**Telephone No:** 087- 2852765 **| Date of Birth:** 15.02.1989**|**

**E-mail:** omclyons@hotmail.com.

**FE-1s:**

* FE-1 exams:

Passed 5 FE-1s: Company, Contract, Criminal, Equity and Property.

Sat the remaining 3 in October: Constitutional, Tort and EU - Awaiting results.

**Education:**

* **2011-2012:** Master of Arts (Hons): Modernist English Literature.

University College London.

Final Result: 2:1.

 - Studied and wrote extensively on the works of a diverse range of authors incl: James Joyce, Samuel Beckett, Henry James. Completed a 12,000 word thesis exploring aestheticism and Nietzschean morality in the work of Vladimir Nabokov and John Banville.

* **2007 – 2011:** Bachelor of Arts (Joint Hons): Politics and English.

University College Cork.

Final Result: 1:1.

Ranking: Politics: 2nd out of class of 80. English: 10th out of class of 258.

English: Studied broad range of literature, with particular interest in 17th century poetry and contemporary Irish poetry and prose.

Politics: Studied modern history, political philosophy, International relations and the workings & policies of global political institutions.

* **2001 – 2007**: Leaving Certificate: Achieved 485 Points.

Crescent College Comprehensive, Limerick.

**Work Experience:**

**July 2014 – Present: Intern, Doyle Solicitors, Cork.**

* Prepare and send client correspondence on behalf of the firm.
* Attend and take notes in client meetings.
* Prepare briefs for counsel.
* Carry out legal research.
* Drafting Bills of Cost and compiling Booklets of Papers.
* Administrative duties incl. answering the phone, dealing with client queries, arranging meetings and filing.
* Gaining significant experience in personal injury cases, family law, and medical negligence.
* Required to act on my own initiative and draw on time management skills in order to meet strict deadlines for the completion of research projects.

**August 2013 – June 2014 Bookseller, Daunt Books, London.**

* Exhibited collaborative team-player skills in liaising closely with colleagues and line managers to achieve the meeting and exceeding of targets.
* Displayed excellent and thorough product knowledge when dealing with customers.

**January 2013 - August 2013: Internships with various London publishing houses and literary agencies incl. Dorling Kindersley, Headline Publishing.**

* Mainly editorial duties incl. Writing press releases, book blurbs and catalogue copy for new titles, editing and proofreading copy and reporting on the publishing potential of submissions.

**June – July 2011 Doyles Solicitors, Cork. – Summer Internship.**

Carried out general administrative and secretarial duties including the preparation and organisation of vast bodies of documentation for High Court cases.

Frequently completed extensive legal research and presented my findings directly to a partner within the firm.

**June – Sept 2010 Deloitte Summer Internship.**

* Provided administrative assistance to senior management including drafting letters, answering calls and diary management.
* Attended client meetings in order to gather information required to begin audit process and travelled with team to client sites in order to carry out audit.
* Prepared audit documentation to be issued to clients as part of engagement and planning process as well as drafting final audit reports.

**Summer 2008/2009 The Wild Geese Restaurant, Waitress**

* Simultaneously dealt with numerous large groups as well as a constant flow of customers.
* Communicated with customers to solve challenges in a constructive and positive manner.
* Collaborated with colleagues in fast-paced work environment.

**Additional Information & Achievements.**

**Volunteer, Ennis Literary Festival, Co. Clare, Ireland.**

Duties include, venue set-up, airport collections, accompanying authors to events and organising meals, accommodation and other requirements.

**Volunteer, Streatham Drop- In Centre, London. (Sept 2011 – June 2014)**

Volunteer with charity that aids the integration of asylum seekers and refugees, offering English classes, family support group and a homework club.

**Member of ‘Women for Women’ UCL Charity (2011/12)**

Planned and executed a series of events that raised awareness of and funds for women whose lives have been devastated by war.

**The Friends of Londiani – Kenya Volunteering Programme (August 2011)**

Raised €3,500 by devising a series of creative fundraising activities.

Facilitated three-day life-skills workshops for women, focusing on a range of topics from HIV/AIDS, domestic violence, sexual health and FGM.

**UCC SUAS Mentoring Programme – Project Leader.**

Spearheaded an outreach programme that promoted educational development, improved literacy and general life skills amongst early school leavers.

Delivered presentations to encourage students to become mentors.

Liaised with teams of mentors, schools and community colleges in order to deliver against the programme milestones.

**Tutoring - (2007-2011)**

Tutored secondary school students, generally aged 16-18, in Leaving Cert English.

Taught students how to effectively approach the Leaving Cert curriculum, including poetry, prose and creative writing, whilst aiming to cultivate a love for the subject.

**Interests:**

Music: Play traditional flute (Member of Comhaltas Ceoltoirí Eireann) & classical piano (Achieved Grade 7.)

Art & Theatre.

Short story writing: Member of a creative writing group.

Fitness: Member of a recreational running team.