RACHEL COSGROVE

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PROFILE

I am a recent Law graduate from Trinity College Dublin and a current FE-1 candidate. I have a desire and ambition to work and progress in a challenging and legal environment such as ByrneWallace. I have an outgoing personality with excellent people skills and I am motivated to engage in any type of work I am given. I am a confident self-starter and I am able to work on own initiative.

EDUCATION

**Trinity College Dublin** 2014 - 2018

*Law*

* II.1 (second class honours) achieved in all four years.

**Notre Dame Law School** 2016/2017 *Exchange Student of Law*

* Received the opportunity to represent TCD as an exchange student at NDLS.

**Alexandra College Dublin** 2008 - 2014

*Leaving Certificate Examinations*

* 540/625 points.
* 7 higher level honours subjects taken A1 Spanish; A2 Irish; A2 English; B1 History; B2 Biology; C1 Maths and Latin.

**Colegio Aloya** 2012

*Living Language program*

**-** I attended Colegio Aloya in Vigo in North Spain for 6 weeks.

WORK EXPERIENCE

**Michael O’Shea & Company Solicitors** June 2018 - present

*Legal Assistant*

My responsibilities include preparing briefs for Court; often attending Court with clients; creating spreadsheets on Excel; making schedules for title deeds; other administrative tasks as the office requires.

**Pitt Bros BBQ Restaurant** October 2017 - March 2018

*Waitress*

My responsibilities ranged from general cleaning and maintenance work to dealing with customers and ensuring a feel good atmosphere in the restaurant, as that is what we strived for at Pitt Bro's.

**Corcoran’s Grill & Pub, Chicago IL** Summer 2017

*Waitress*

Waited tables and interacted with customers. Adapted to a different culture and learnt how to work in a fast-paced restaurant environment.

**Matheson**  Summer 2016

*Financial Institutions Group Intern*

Researched legal issues to do with investment banks. Presented a group project on the implementation of an EU directive into Ireland, advised our clients on how this would affect them and devised a plan for their companies

**Kilkenny Shop** March 2015 - March 2016

*Sales Assistant*

Dealt with customers from which I gained invaluable people skills. Achieved daily, weekly, and monthly targets by driving sales with expert product knowledge, up-selling and delivering superior customer service. Responsible for training new staff members, which included teaching them about the various products and how to sell them to customers. Stock Room and Service Area Maintenance.

SKILLS AND INTERESTS

**Spanish**

* Limited working proficiency.
* I was on the Spanish debating team in Alexandra College.

**Drama**

* I studied drama in Alexandra College and throughout my six years I achieved a distinction in the LAMDA bronze, silver and gold medal, whilst also completing ten grades in the Leinster Academy of speech and drama. I also won awards in ‘Feis’ competitions.

**Cricket**

* I was Captain of the Alexandra College cricket firsts and have played for the Leinster Cricket Club ladies first team. I was also a trialist for Leinster.

**Computer skills**

* I am an ECDL certificate holder and I am highly proficient with Microsoft Excel, Word and PowerPoint.

References: Available on request.