**Rachel Coyle**

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Carlow.

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**Education**

**Third Level:**

Business & Law, UCD. 2014 - Present

Stage 1:GPA of 3.83 Class Ranking: 3rd

Stage 2:GPA of 3.97 Class Ranking: 2nd

Stage 3:GPA of 3.70 Class Ranking: 16th *(Note: Erasmus Participation)*

Ludwig Maimilians Universität, Munich**.** March – August2017

* Courses taken included International IP Law and Transnational Dispute Resolution

achieving an A grade in both.

**Second Level:**  St. Leo’s College, Carlow. 2008 - 2014

Leaving Certificate: 600 Points

**Achievements**

* Winner of Bank of Ireland’s Silver Medal for academic achievement 2016
* UCD Scholar 2016
* UCD Entrance Scholar 2014
* Recipient of the highest Leaving Certificate results in St. Leo’s 2014
* Recipient of Silver Gaisce Award 2012
* Awarded Gold Fainne for fluency in Irish 2013

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**Relevant Experience**

**Alan Millard Solicitors**, Prosecutor for the State, Carlow (February 2017)

* Organised and prepared documents and files for court
* Coordinated with colleagues, barristers and An Garda Siochana in preparation for court
* Researched and provided case law for argument in court
* Observed court proceedings and reported on relevant cases

**Clarke Jeffers & Co. Solicitors,** Carlow (January ‘12, August ‘15, January ’17)

* Analysed and reviewed contracts highlighting issues and making comments
* Organised, closed and filed cases
* Drafted letters, contacted clients and attended and documented client meetings.

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**Additional Skills and Interests**

* Language abilities: fluency in Irish and intermediate level in German
* Legal Research: ability to research case law and legislation using online databases
* Communication skills: participation in negotiation, mediation and arbitration exercises while studying abroad and at UCD
* Hobbies: Strong interests in fitness, yoga, documentaries and especially travel
* Member of Spotlight Stage School for twelve years, performing in shows and pantomimes on stages across Ireland, including the Olympia Theatre and the National Concert Hall

**Additional Experience**

**Lemongrass Restaurants**, Waitress 2012-2015, Supervisor 2015 – Present

* Communication with members of the public, the processing of payments and cleaning duties
* Resolution of customer problems and complaints
* Coordination of activities, delegation of tasks and training of new employees
* Calculation and transfer of hours and completion of both stocktake and daily cash sheets on paper and on the company database
* Cooperation and collaboration with all members of staff in a team oriented organisation

**Barrowvale Property Services**, Athy, Co. Kildare. 2013 – Present

* Completion and filing of both invoices and quotations using Microsoft Excel
* Communication with customers via email and phone and general office assistance

**Weingut Mathern** **(Mathern Vineyard)**, Niederhausen/Nahe, Germany. July 2015

* Prepared the guest house for business, cleaned suites, prepared and served breakfast and the welcomed guests upon arrival
* Improved business awareness and German language abilities while attending events and wine fairs for the promotion of the Mathern brand
* Communicated with staff and customers through German

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**References**

Marc Mullen (Owner) Margaret Maher,

Lemongrass Restaurants, B&L Programme Manager,

Crookstown Business Park, Lochlann Quinn School of Business,

Crookstown, University College Dublin.

Co. Kildare. 01 71646787

087 2205346

William Clarke (Partner) Joseph Mc Mahon,

Clarke Jeffers & Co. Solicitors, Professor

Dublin Street, Sutherland School of Law

Carlow. University College Dublin.

059 91 31656 01 7164187

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**Date:** 19th October 2017

**Signed:** *Rachel Coyle*