

## Rachel Guerin CV

**D.O.B.:** 9/7/99  
**Mobile:** +61452282033  
**Email:** rachel.guerin99@gmail.com

### Education

#### **FE-1s**

- I passed all 8 FE1 exams on my first attempt over two sittings in October 2021 and March 2022

#### **Third Level**

- Law (LL.B.) at Trinity College Dublin (2017-2021)  
Final degree classification: First Class Honours (70%)

#### **Second Level**

- Maryfield College, Drumcondra (2011-2017)  
Leaving Certificate points: 577

### Employment Experience

- **Nexia Melbourne (Sep 2022-Present)**  
Receptionist/Admin Staff  
Duties: Manning the phones, processing incoming and outgoing post, organising employees' calendars, managing firm resources and overseeing client visits
- **Coleman Legal Partners (Oct 2021-Aug 2022)**  
Legal support executive  
Duties: General admin, preparing briefs, reviewing legal documents, using Microsoft Office, reception, manning phones, filing in the courts, client interaction, article writing
- **Pinsent Masons (June 2021)**  
Summer intern (Litigation)  
Duties: Legal research, preparing case summaries, proof reading, drafting advice for clients, transcribing, preparing and presenting a SWOT analysis
- **C&T Superstore Marino (Feb 2020-Aug 2021)**  
Shop assistant  
Duties: Operating tills, rotating stock, assisting customers

- **Graingers Pub, Marino /Biminis Pub, Vancouver /The Dubliner, Copenhagen (Sep 2017 - Dec 2019)**

Waitress/Bartender

Duties: Preparing and serving food and drink, taking orders, operating an ePos system and doing stock

### **Achievements**

- Completed an Erasmus semester at the University of Copenhagen, Denmark
- Received the Trinity Entrance Exhibition Award
- Researched and contributed to Trinity FLAC's Summer Research Project on Technology and Access to Justice (2020)
- Trained in CPR and other lifesaving techniques
- Volunteered at the Irish Wheelchair Association

### **References**

#### **Professional**

Susan Hannon, Head of Legal Services at Coleman Legal

Written reference available on request

#### **Academic**

Dr. Oran Doyle, Professor in Law at Trinity College Dublin

- Dissertation supervisor

[oran.doyle@tcd.ie](mailto:oran.doyle@tcd.ie) (*Please notify me if you are going to contact Professor Doyle*)