

Rachel Lynch

Bachelor of Civil Law (BCL) and Business

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PROFILE

A recent Bachelor of Civil Law and Business (Hons, 2.1) graduate from the University of Galway, with hands-on legal experience gained through a comprehensive work placement at CIÉ Solicitor's Office. Strong in legal research, document drafting and contract management. Exposure to Commercial Law, Alternative Dispute Resolution and Litigation. Proven ability to collaborate within a team and communicate effectively, ensuring the timely and accurate delivery of legal services. Highly motivated to begin a career in legal practice, bringing a solid foundation in both law and business principles.



CORE SKILLS

Legal Research

Contract Drafting

Team Collaboration

Communication

Analytical Thinking

Time Management

Problem-Solving

Attention to Detail



IT SKILLS

ECDL holder

X3 Procertas Badges in Legal Technology (Microsoft Word, Excel and Word memo)

EDUCATION

Pres. **FE-1 Examinations** – Law Society of Ireland **In progress - October 2024*

2024 **Bachelor of Civil Law and Business (Hons, 2.1 | 66%)** – University of Galway
Modules: Commercial Law, Land Law, Equity, Labour Law, IT Law, Environmental Law, Alternative Dispute, Resolution, Guided Research Essay, Criminology, Criminal Law, Company Law, EU Law, Moot, Court, Employment Relations, Management, Cybersecurity, Applied Microeconomics for Business, Information Management for Business, Understanding the Law, Tort Law, Contract Law, Constitutional Law, Principles of Microeconomics, Principles of Macroeconomics, Introduction to Management Accounting, Introduction to Financial Accounting.

2020 **Leaving Certificate (506 points)** – Colaiste Muire, County Clare

CORE COMPETENCIES

Legal Research and Analytical Skills: Demonstrated the ability to conduct comprehensive legal research across diverse areas such as Commercial and Contract Law. Provided crucial insights and information to support solicitors' case strategies during a legal work placement at CIÉ Solicitor's Office.

Contract Drafting and Document Management: Gained practical experience in drafting legal documents including contracts, Land Transfer Agreements and commercial agreements. Ensured accuracy and compliance with legal standards during rotations in the Property and Commercial Law departments.

Teamwork and Communication: Collaborated effectively within a legal team, maintaining clear communication while managing tasks such as drafting provisions for contracts and compiling legal briefs. Ensured deadlines were met and client needs were addressed in a high-pressure environment.

LEGAL WORK EXPERIENCE

Work Placement (2022 – 2023)
CIÉ Solicitor's Office, Dublin

Legal Administration:

- Compiled and distributed weekly legal updates to the entire office, ensuring all team members were consistently informed of the latest legal developments and regulatory changes.
- Ensured efficient administrative processes by managing tasks such as filing, binding, shredding and handling legal documents, maintaining an organised office environment.
- Delivered professional front-desk service by covering reception duties, managing client interactions, redirecting calls and maintaining a welcoming environment for visitors and clients.
- Accurately copy-typed legal documents and correspondence, supporting the team by ensuring all documents were prepared and delivered on time, contributing to smooth daily operations.
- Mastered the use of the OMS Case Management System, managing case files, updating statuses and tracking case progress to assist solicitors in efficiently handling their caseloads.

Research and Analysis:

- Conducted comprehensive legal research across various topics, using multiple resources to provide solicitors with critical information that informed case strategies and decision-making.
- Populated complex Framework Agreements, ensuring that all contractual obligations were accurately captured.
- Summarised complex Landowner Submissions related to large-scale commercial developments. Presented clear, concise reports of same for senior solicitors that assisted strategic decision-making.
- Developed a deep understanding of Alternative Dispute Resolution (ADR) through attendance at mediation hearings, gaining first-hand insight into negotiation techniques and legal settlements.
- Participated in large-scale commercial development meetings, gaining exposure to complex legal negotiations and the planning of large-scale projects, enhancing my understanding of the commercial law landscape.

INTERESTS AND ACHIEVEMENTS

Awarded University of Galway Scholarship on basis of results obtained for 2020/21

Former Showjumper

Keen interest in music, playing the guitar and the ukelele

Enjoy photography and baking

Avid reader

Legal Document Drafting and Proofing:

- Drafted and prepared critical legal documents, including Land Transfer Agreements, Right of Way Agreements and Contracts for the Sale of Land, maintaining a high level of accuracy, directly contributing to property law transactions and demonstrating a strong grasp of commercial property law practices.
- Assisted in the drafting and completion of commercial contracts, ensuring that all legal terms were met and aligned with CIÉ's operational and business requirements.
- Proofread and reviewed the Draft CIÉ Group Annual Report 2022, ensuring it was free from errors and aligned with corporate and legal standards before publication.
- Completed detailed Land Registry Applications, ensuring accuracy and compliance with property registration requirements, contributing to the smooth completion of property transactions.
- Assisted in developing schedules and formal correspondence for a Master Telecoms Licence project, providing valuable input into high-stakes commercial negotiations.

Courtroom and Dispute Resolution Exposure:

- Attended multiple High Court, Circuit Court and District Court hearings, gaining direct exposure to courtroom procedures, litigation strategies and case management from a legal perspective.
- Provided essential support in preparing Legal Briefs for Counsel, ensuring that all necessary documents and evidence were compiled, organised and ready for submission to court.
- Observed and contributed to a high-profile employment dispute at the Workplace Relations Commission, gaining valuable insight into employment law and dispute resolution in practice.

Key Achievements:

- Successfully developed and launched an information database, centralising all Counsel Opinions obtained by CIÉ, creating a valuable legal resource that streamlined internal referencing.
- Initiated the Creation of a Legal Newsletter, playing a key role in a project aimed at providing CIÉ's clients with regular updates on important legal issues, increasing engagement and enhancing client relationships.
- Played a critical role in drafting a Contract for Service, contributing to the development of a binding legal agreement that supported the company's operational needs.

ADDITIONAL EXPERIENCE

Accommodation Assistant, Auburn Lodge Hotel, Clare (2021)

- Collaborated with housekeeping and maintenance teams to coordinate room turnovers, restock supplies and address guest concerns.

Waitress & Accommodation Assistant, Temple Gate Hotel, Clare (2018)

- Provided high-quality service as a waitress in a busy hotel bar and restaurant, taking orders, serving food and drinks and handling customer enquiries with professionalism.
- Collaborated with the accommodation team to ensure rooms were cleaned and prepared for guest arrivals.

Salon Assistant, Bridget Haren Hair & Beauty, Clare (2017)

- Supported hair stylists as a salon assistant. Communicated effectively within a close-knit team to ensure smooth operations and excellent client service.

REFEREES

Ms. Mary Cashin

Mr. Colm Costello,
Head of Group Legal,
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