

RACHEL ROCK

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Date of birth: 17 February 1989

EDUCATION

2015 – 2016: Trinity College Dublin: Masters in Law (LLM) – Present – Expected Grade 1.1

2013-2015: DIT Aungier Street: PG Dip. In Law – Grade 2:1

2007-2011: University College Dublin: BA (Hons) *Major: English Minor: Psychology* – Grade 2:1

2009-2010: Queen's University, Canada: Exchange Abroad Programme

2001 – 2007: Alexandra College: Higher Level Leaving & Junior Certificate

MASON HAYES & CURRAN: *November 2015 – Present*

Legal assistant to Partner (Jenny Ahern), Senior Associate (Karol Fox), Junior Associate (Andrew Harding) and Junior Associate (Andrew Glynn) - Financial Services department.

- I work as part of the Banking and Financial Services team.
- Duties involve assisting on all aspects of corporate and transactional banking, primarily in the areas of secured and unsecured lending (both bilateral and syndicated), property finance, acquisition finance, the restructuring/ enforcement of loans and acquisition/sale of loan portfolios.
- Proficient user of Elite, iManage, Excel, BigHand and Keyhouse Computing.

ENNIS AND ASSOCIATES SOLICITORS: *March 2014 – August 2015*

Confidential legal secretary to the Principal/fee earner of **Ennis and Associates Solicitors** and **Executive PA** to CEO of **Matrix Claims Services Ltd.**, affiliated legal costs firm

Busy defence litigation practice with the principal clients being Aviva Insurance, the largest general insurance provider in Ireland with a market share of more than 20%, and AIG Insurance Europe Ltd.

GENERAL LEGAL SECRETARY RESPONSIBILITIES

- Assisting with all aspects of the litigation lifecycle from inception through appeal
- Ensuring all files are on track and maintaining communication between all parties
- Involved in all aspects of litigation support including legal research, factual investigation, medical records review, document management, and trial preparation to include managing trial exhibits and communication with experts and fact witnesses
- Attending on Motions at Court
- Setting up of consultations and Without Prejudice settlement talks
- Drafting of legal documents to include pleadings, affidavits, subpoenas, briefs for counsel, discovery documents, motions, correspondence and legal memorandum
- Serve as liaison between clients, opposing counsel, vendors and witnesses
- Trained on case management software
- Digital dictation with a typing speed of 78 wpm
- Excellent knowledge of technology
- Proficient user of Excel, Powerpoint, Word, Keyhouse, Outlook, iCalendar and Calendar

GENERAL PA RESPONSIBILITIES

- Extensive diary management for both directors
- Email management: responding, flagging and actioning all emails
- Maintaining filing systems for both directors, hard copy and soft copy
- Carrying out research as required
- Screening of all calls for both directors
- Organisation of Irish and international travel and accommodation; co-ordinating extensive travel itineraries
- Organising and overseeing specific projects as required by directors
- Minute taking for management and committee meetings

- Assisting in the production of Company reports
- Carrying out all Companies house administration
- Maintaining a task diary, informing directors of key tasks each week and completing tasks
- Organising events, training sessions and off site meetings
- Managing in-house and client entertainment
- Leading, planning and implementing the strategic direction of the “Change Team” objectives; weekly meetings

OTHER WORK EXPERIENCE

Turkish Airlines (Global Corporation) – Marketing & PR Executive - Dublin, Ireland

- Event planning and logistics management
- Developer and manager of agency and client relationships; regularly conducting in-house training
- Ensuring the increase of sales in region and studying the potential of newly opened lines
- Monitoring various practices of competitors and giving advice
- Conducting market research for events and upcoming tourist trends
- Seeking and planning advertising and sponsorship activities
- Press release writing
- Building of relationships with media

Victoria Beckham Ventures – Visual Merchandiser and Showroom Assistant (Freelance Contract) New York, US

- Played a pivotal part in the set up and management of the first Victoria Beckham showrooms in the US
- Responsible for the day to day management of the showroom
- Assisted with press and buying appointments with leading clients such as Bergdorfs & Saks Fifth Avenue
- Brought creative ideas and motivation to an energetic and collaborative team

KCD Worldwide New York – Public Relations Intern - New York, U.S. – 2012

- KCD Worldwide is the world’s leading fashion PR and Production agency
- I assisted a senior publicist and a publicity director on major accounts of the agency and leading global brands inclusive of Victoria’s Secret (main client), Givenchy, Alexander McQueen, Chloe and Marc Jacobs.
- Duties involved handling sample requests and trafficking: constant communication with media outlets, generating press coverage for clients, meet and greets with A list celebrities, editors, stylists, photographers and major players in the media, assisting with shows and major events such as 60% of the runway shows at the Mercedes-Benz New York Fashion Week and The Victoria’s Secret Show.
- My work environment was very fast-paced. I worked to tight deadlines and high demands; and ensured that my team met and exceeded the expectations of our clients in every aspect of the work we undertook.

Alexander McQueen HQ (Luxury fashion house)- Public Relations Intern - London, UK – 2011 – 2012

- I assisted the head of PR and press team with media & sample requests; and assisted with all the events organised by the press department to include seasonal press days, internal events, shoots & private events both within the UK and internationally such as Paris Fashion Week, Milan Fashion Week and the Olympics Opening Ceremony 2012.
- I assisted the creative director on a daily basis.
- I managed client relationships; dealing with A list celebrities and private clients personally on a daily basis.
- Much of the work I undertook at Alexander McQueen was on a strictly confidential contractual basis due to the high-profile clientele I would come in contact with. This experience nurtured my ability to deal with clients with an excellent level of professionalism. I worked long hours at McQueen, often working a 16 hour day during shows. I believe this illustrates my willingness to work hard to achieve results.

EXTRA CURRICULAR

Irish Board of Speech and Drama – Teaching Diploma of Associate; ECDL – Certificate in Computing

Irish National Sailing Club – Level 3 Sailing Certificate