

RACHEL ROCK

Dublin, Ireland

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EDUCATION

Trinity College Dublin – *LL.M Masters in Law*

2015 – 2016, Dublin – Ireland

Result: High II.I – 66% overall

- **Modules:** Aviation Law (66%), Privacy and Data Protection (72%), Corporate, White-Collar and Regulatory Crime (62%), Medical Law (66%), EU Consumer Law (64%), Advanced Lawyering Techniques (70%), Dissertation (66%).

Dublin Institute of Technology – *Post-Graduate Diploma in Law*

2013 – 2015, Dublin – Ireland

Result: High II.I

- **Modules:** Contract Law (68%), Criminal Law (61%), Company Law (55%), Law of Tort (52%), Family Law (65%), Core Legal Skills (64%).

University College Dublin – *BA International (English)*

2015 – 2016, Dublin – Ireland

Result: High II.I

Alexandra College, Dublin – *Leaving Certificate*

2001 – 2007, Dublin - Ireland

WORK EXPERIENCE

Matheson

June 2016 - Present

Legal Executive within the Asset Finance department at Matheson.

- I have worked as the point of contact in the Asset Finance group for the conversion of in excess of 250 asset finance entities, to be in line with the requirements of the Companies Act 2014. I have liaised with my seniors to solely draft all new constitutional documents and conversion packs for each entity. Through the experience I have acquired vast knowledge about the structuring of aircraft purchase, sale, financing and leasing transactions.

Mason Hayes & Curran

November 2015 – June 2016

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

- Duties involved assisting with all aspects of corporate and transactional banking, primarily in the areas of acquisition/sale of loan portfolios, property finance, and secured and unsecured lending.
- Primary tasks included proof-reading, editing and formatting documents, research, communication with clients, preparing letters and drafting bills, maintaining records of incoming and outgoing documents.

Ennis and Associates Solicitors

April 2014 – August 2015

Legal Assistant to the Principal of **Ennis and Associates Solicitors**, a busy defence litigation practice and **Executive PA** to CEO of **Matrix Claims Services Ltd.**, affiliated legal costs firm.

- Assisted with all aspects of the litigation lifecycle from inception through appeal.
- Involved in all aspects of litigation support including legal research, factual investigation, medical records review, document management, and trial preparation. Attended on Motions at Court.
- Drafting of legal documents to include pleadings, affidavits, subpoenas, briefs for counsel, discovery documents, motions, correspondence and legal memorandum.
- Served as liaison between clients, opposing counsel, vendors and witnesses.

ACTIVITIES

- **Irish National Sailing School:** competitive team sailing.
- **Irish Board of Speech and Drama:** medalist in public speaking.