**Rachel Seville**

6 Seabury Vale, Malahide, Co. Dublin

**Mobile:** 0833262747 **Email:** rseville1@gmail.com **D.O.B:** 14/02/97

**Education**

2015- 2018**: Bachelor of Laws** (Honours Degree) Result: 2.1 (68%) Dublin Institute of Technology

First Year Modules: Contract Law, Criminal Law, Torts, Family Law, Criminology, Core Legal Skills

Second Year Modules: EU Law (1.1), Constitutional Law, Company Law, Property Law, Employment Law, Media and Intellectual Property Law

Final Year Modules: Jurisprudence (70%), Administrative Law (70%), Equity (65%), Evidence Law (68%), European Human Rights Law (69%), Asylum and Immigration Law (66%)

Final Year Projects:

European Human Rights Law: This policy and research project entailed critically evaluating whether Irelands indirect sub-constitutional incorporation of the ECHR precluded Ireland from having any meaningful engagement with the Convention as a living instrument. (Result:1.1)

Asylum and Immigration Law: required to assess the extent to which the International Protection Act 2015 compared and contrasted to the European and International systems for international protection (Result 1.1)

Both policy and research projects required

* Extensive independent research- looking at case law, NGO’s, journal articles, statute.
* An ability to analyse and clearly present data.
* Knowledge of the relevant law, critical engagement with the law as it is and a balanced/informed assessment of what it could/should be.
* Working under a tight deadline.

2009- 2015: **Leaving Certificate (2015)** (430 Points), Malahide Community School.

**Employment**

November 2018- Date: Legal Secretary O’Sullivan & Associates, 10 Herbert Street, Grand Canal Dock, Dublin 2

Duties and Responsibilities; -

* Transcribing legal documents and correspondence from dictation.
* Managing a hard copy and online case management system.
* Keeping up to date with incoming and outgoing correspondence.
* Helping to prepare various legal documents such as affidavits and briefs for litigation cases. Preparing schedules of Title Deeds in conveyancing matters.
* Keeping a spreadsheet of files kept offsite updated and ordering the necessary files in from the offsite storage company and arranging couriers when necessary.
* Managing the firm’s creditors and keeping an up to date ledger of invoices.

April 2016- November 2018: Waitress- Scotch Bonnet Restaurant, Malahide, Co. Dublin

Duties and Responsibilities; -

* Dealing with customer queries and requests in an extremely busy environment under pressure
* Responding to email enquiries about parties and events
* Managing a computerised till system and handling a number of financial transactions on a daily basis
* Dealing with Enquiries or Bookings over the phone
* Opening the Restaurant which includes assigning duties to other staff members and supervising until a manager is present

2014-2015 Waitress- The Food Fayre and Café, Coast Road, Malahide, Co. Dublin

**Interests**

**Law:** I have always had a profound interest in the Law and its application. I was a member of the DIT Law Society, and I hope to be sitting my FE1 exams at the next possible opportunity

**Travelling:** I enjoy experiencing other people’s cultures and working environment. I have used the long summers in college to travel I have been interrailing around Europe and have also travelled around Asia and Australia.

**Skills**

**Teamwork-** I work very well as an individual or as a part of a team, I can build a good rapport with others, which I have developed through working in customer service since the age of 16 and working in group projects throughout the course of my degree.

**Communication-** Working as a Legal Secretary I am the first point of contact between Clients and the Firm in this regard I have acquired excellent communication skills whether it is through letters, email correspondence, over the phone or in person. I have learned to be clear and concise when delivering a message but also to make a Client feel valued and appreciated to ensure their future business. Through College presentations I have learned to deliver a proposal and field questions under pressure.

**Problem Solving and Meeting deadlines-** Working as a Legal Secretary I am often against tight deadlines and have a heavy workload being organised and prioritising helps to make sure all deadlines are met. Working in a very popular restaurant I have learned how to resolve and manage customer complaints in a timely professional manner whilst being under pressure. Through the course of my degree I have learned how to effectively manage my time to meet strict deadlines.

**Time Management-** Attending college, studying, keeping up to date with assignments and tutorials whilst also holding down a part time job of at least 18 hours a week has shown me how to manage my time effectively. Whilst working in the firm of O’Sullivan & Associates I have honed my time management and learned to prioritise based on urgency and use my time efficiently.

**I.T-** Proficient in Microsoft Word, Excel and PowerPoint. Familiar with many social media platforms such as LinkedIn, Facebook, Twitter and Instagram.

**Referees**

Dr. Brian Barry, Lecturer, Dublin Institute of Technology, Aungier Street Dublin 2,

Email: Brian.Barry@dit.ie Number: (01) 402 3225

Ms. Deborah Keogh, Solicitor, O’Sullivan & Associates Solicitors, 10 Herbert Street, Grand Canal Dock, Dublin 2.

Email: dkeogh@osul.ie Number; (01) 661 0924

Stephanie Meehan, Manager, Scotch Bonnet Restaurant, Malahide, Co. Dublin

Email: info@scotchbonnet.ie , Mobile: 086 102 0648