

Rachelle Bowden

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Education

BCL (Law and Business) – University College Cork

2016 – Present

Year 3: First Class Honours – 70%

Semester 2: Commercial Law 71%; Introduction to Pricing Assets and Valuation 86%; Law of Property 65%; Company Law II 58%; Information Systems Solutions for the Business Enterprise 67%

Semester 1: Investment Appraisal 75%; Macroeconomic Environment in the Short Term 72%; Developing and Using Management Information Systems 76%; Law of Property I 60%; Company Law I 56%; Business Ethics 73%

Year 2: First Class Honours – 70%

Semester 2: Criminal Law 62%; Intermediate Management Accounting 70%; Law of Torts II 65%; Foundations of Marketing 72%; Clinical Legal Skills Group Work and Presentation Pass

Semester 1: Introduction to Management Accounting 79%; Economic Law of the European Union 69%; Business Microeconomic 72%; Business Systems: Analysis and Design 79%; People and Organisation 73%; Law of Torts I 65%

Assignments: EU Law: Enforcement of EU Competition Law against Cartel Participants 72%; Business Systems: Key Performance Indicators Group Assignment (Team of 6) 73%

Year 1: Second Class Honours Grade 1 – 63%

Semester 2: Financial Accounting 93%; Principles of the Macro Economy 70%; Law of the European Union 61%; Constitutional Law: Fundamental Rights 61%; Law of Contract 64%

Semester 1: Principles of the Micro Economy 64%; Business Information Systems 61%; Foundations of the Legal System 54%; Constitutional Law 54%; Foundations of Management and Organisational 44%; Legal Writing Pass

Leaving Certificate – Ursuline Secondary School, Templemore Road, Thurles, Co. Tipperary

2016

555/625 Points including A2 in Mathematics; Economics; Accounting and Irish at Higher Level

Administrative & Legal Experience

Summer Intern

July 2019

A&L Goodbody, International Financial Services Centre, North Wall Quay, Dublin 1

- Worked in the Corporate Department in the area of Mergers and Acquisitions, experiencing diverse number of deals
- Assisted members of my team through researching tasks, greatly enhancing my analytical abilities
- Listened to client conference calls and prepared notes on how the relevant agreement needed to be changed or what strategy the client wished to undertake as part of takeover
- Prepared case summaries, taking very detailed and complicated judgments and making them easily understandable for clients. Also addressing the implications that these judgments would practically have on their businesses
- Analysed various contracts prior to the sale of a company to assess transferability and flexibility
- Engaged in teamwork exercises including creating a group presentations, practical workshops and negotiations, developing both presentation and teamwork skills

Clerical Officer

June – Sept. 2018

Department of Employment Affairs & Social Protection, New Quay, Clonmel, Co. Tipperary

- Member of the claim's maintenance team that dealt with all active jobseekers claims and dealt with customer queries
- Received and organised all of the incoming office post, scanned relevant documents and created the appropriate tasks to be completed by the relevant section based on the information received
- Processed all application forms and documents relating to job seekers claims efficiently and liaised with other team members to ensure that each customer received the correct payment they were entitled to
- Dealt with all customer queries in relation to active job seekers claims, through phone conversations and face to face meetings, including calculation of debts and organising the payback method of debts owed to the department
- Successfully achieved all goals and completed all the necessary tasks set out in my PMDS at the commencement of my employment, which was reviewed and approved by the Section Manager and Department Manager

Other Experience

Retail Worker

May 2017 – Present

Ely's - Centra, Slievenamon Road, Thurles, Co. Tipperary

- Serving customers with cash and card transactions, dealing with refunds and resolving any of their queries
- Responsible for training in new summer staff members on how to appropriately serve customers on the checkouts, how to manage stock control and assist them with any issues they encountered

Accounting Intern

May – June 2018

O'Donovan, Keyes & Co. Chartered Accountants, 13 Bridge House, St. Patricks Quay, Cork

- Member of the trainee accountants team providing support to senior staff members and fellow team members
- Produced the relevant spreadsheets regarding various income and expenditure accounts for inclusion in a company audit using Excel, which greatly enhanced my knowledge and understanding of Excel
- Produced and arranged the various accounts and information to be included in a company audit, ensuring that all the necessary tests for an audit were included, this greatly improved my ability to be accurate and precise
- Presented income tax returns for clients in an Excel spreadsheet through interpreting receipts and cashbooks kept throughout the year and inputted the finalised tax return on Revenue Online Service
- Helped to maintain the company's filing system in accordance with the GDPR guidelines, ensuring that no unnecessary information was being stored on clients and that any necessary information could be found efficiently

Office Worker – Accounts Department

May 2017 – Sept. 2017

Stakelums Home & Hardware, Racecourse Road, Thurles, Co. Tipperary

- Worked as a member of the account receivables team, managed and correlated all invoices with purchase orders
- Recorded all deliveries received into the company and ensured they were correct according to the purchase order
- Monitored the stock levels of all goods within the store using the stock control system and prepared a purchase order for new stock where necessary
- Answered customer calls, dealt with queries where appropriate or transferred them to the relevant department

Voluntary Experience

Volunteer – Irish Cancer Society, Princess Street, Cork.

January – April 2018

- Actively participated in funding raising activities such as bucket collections etc.
- Assisted in the charity shop, sorted through clothing donations and assisted customers to help raise revenues

SUAS Educational Development – Paired Reading Volunteer

February – April 2018

- Carried out paired reading with two children to help improve the literacy skills of children in disadvantaged areas
- Filled out weekly progress report on the child's reading capabilities to monitor their improvements and help motivate them to further improve

IT Skills

- Competent in Microsoft Office: Microsoft PowerPoint, Word & Excel (Microsoft Office Specialist)
- Proficient in various software systems including Sage Accounting Software and BOMi4 Software
- Trained in using Law library databases, including Justis, JustCite, Westlaw & BAILII

Achievements & Interests

- Elected as class representative for the Academic Year 2019/2020 on UCC Student Council
- Member of the UCC FLAC Society – Participated in mock clinics about relevant issues to students, qualifying me as a volunteer to take part in various actual free legal advice clinics with a solicitor or barrister present
- Recipient of the Gaisce Presidents Award Bronze medal – Involved completing 4 challenge areas of community involvement, physical recreation, the adventure journey and developing a personal skill
- Member of Ursuline Secondary School Senior Debating team, runners up in the Carlow I.T. sponsored National Debating Competition
- Finance officer as part of a Mini Company which received the runner up prize in the County Enterprise Awards and the overall Finance Award in County Tipperary
- Member of the Ursuline Secondary School Student Council 2015/2016
- **Sport**
 - Captain of the Ursuline Secondary School Junior Hockey Team 2014
 - Member of the Ursuline Secondary School Munster League winning Junior and Senior Hockey Teams
 - Completed the Dublin VHI Women's Mini Marathon, raising funds for Down Syndrome Ireland
 - Member of the Durlas Og GAA club committee – Role of managing social media accounts for the club
- **Piano**
 - Received a Distinction in Grade 8 Royal Irish Academy of Music - Pianoforte
 - Nominee for Leinster School of Music & Drama High Achievers Award for Piano
- **Travel**
 - Completed an Interrailing Trip of Eastern Europe visiting many historical and cultural sights
 - Travelled through Central America and the American West coast

Referees

Available on request