**Zara Carpenter**

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**Qualifications**

March 2018 Four FE1 Examinations – Criminal, Contract, Constitutional, Land Law

March 2017 Three FE1 Examinations - Company Law, Equity, Law of Torts

**Education**

2015-2016 Trinity College Dublin - Masters in Law, LLM – High 2.1 Honours / 69%

2011-2015 Maynooth University - Bachelor of Laws, LLB - High 2.1 Honours / 66%

2010-2011 Eureka Secondary School, Kells, Co. Meath

2005-2010 Loreto St. Michaels, Secondary School, Navan, Co. Meath

**Employment History**

**April 2018 - Present Paralegal, Arthur Cox, Dublin**

The Litigation Project and Data Management Unit team deal with large scale data intensive projects which encompass litigation, financial and banking matters. Assist with the document review projects, using analytical and interpretative abilities to digest large volumes of complex information efficiently and with a high level of accuracy.

* Ensure that data capture, discovery and document disclosure is of the highest standard
* Review and determine litigation privilege in documents
* Prepare briefing documents and folders to be furnished to clients
* Assist senior Associates with a detailed quality control review of team members of documents
* Code information through discovery software applications Relativity and Clearwell
* File emails and other relevant documentation to Arthur Cox's document management system
* Manage workflows of documentation
* Meet KPIs and daily time recording for projects
* Escalate persistent queries and contributing to weekly team meetings
* Proof read audio file transcriptions for clients
* Provide support to Partners and Associates through the implementation of cost effective discovery process

**January 2018 - April 2018 Study leave for FE1 examinations**

**August 2017 - December 2017 Travelled South East Asia and Australia**

**September 2016 - August 2017 Investor Services, HedgeServ Ltd, Dublin**

Provided legal and compliance services to a portfolio of multi-national structured finance clients. Liaised with investment managers and investors on a daily basis to ensure the funds were compliant with the client’s requirements.

* Responsible for the execution of transactions including subscriptions and redemptions
* Ensure AML, KYC and FATCA documentation is completed to the highest standard using Lexus Nexus and other relevant platforms
* Monitor company compliance for incorporation of new entities
* Prepare wire transfers to prime brokers and investors
* Distribute weekly and monthly fund performance to investors
* Reconcile the daily bank accounts with banking platforms and notify any discrepancies to Team Manager
* Prepare investor audit requests
* Ensure all relevant transaction documentation is saved to in-house system

**June 2010 — September 2016 Make-Up and Skincare Specialist, Brown Thomas, Dublin**

As a skincare and make-up specialist for the luxury brands Tom Ford and La Prairie in Brown Thomas, a familiarity with all aspects of retail was required. Developed genuine rapport with clients and fostered lasting relationships while understanding and responding to their needs. Maintained a high level of professionalism and exceeded challenging sales targets. In 2015, recognised for exceptional sales which were plus 60% on year to date target.

* Oversee client bookings, co-ordinating events and promotion of new product launches
* Compile weekly reports for store management
* Attend continual professional training in London
* Supervisor of a six member team during the months of November and December.

**June – Aug 2006 - 2007 Lawlor Partners, Arran Quay, Dublin**

Provided administrative work and research to the legal department. This was initially work experience for three months however was invited to return to the position the following year.

* First point of contact greeting clients and visitors
* Answer telephones and deal with enquiries in a prompt and efficient manner
* Filing, scanning and storing of documentation
* Management of all incoming and outgoing post for the Firm

**Achievements and Interest**

* Ranked in top 10 students for the LLM programme in Trinity College Dublin
* Member of the FLAC society and Maynooth University
* Participated in internal moot competitions during my undergraduate degree
* Keen interest in golf. A former member of Laytown & Bettystown
* Member of the Alliance group at Arthur Cox
* Participated in the Calcutta run, raising monies for the Hope Foundation and Peter McVerry Trust.

**FE1 Results: LLM Results:**

* Land Law – 67% Corporate, White-Collar and Regulatory Crime – 70%
* Criminal Law – 66% EU Financial Services - 70%
* Company Law – 61% EU Trademark and Design Law – 74%
* Equity – 59% Globalisation and Law – 70%
* Contract – 52% EU Banking and Securities Law – 68%
* Constitutional – 50% Law and Bioethics – 67%
* Law of Torts – 50% Dissertation – 67%

References available upon request