**Ciara Doris**

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# **Personal Profile**

I am a recent University of Edinburgh LLM & UCD BCL qualified aspirant legal professional (Bi-Lingual in English & French). In tandem with my legal education I have gained varied work experience in both legal and customer facing environments here in Ireland & overseas. Over the past 3 years I have honed my ability to work with a wide range of people in diverse settings where client satisfaction and the delivery of quick & clear results are expected. I am driven and ambitious but still work well as part of a team. I have learnt how to work on my own initiative and to take the lead in those situations where this is required and appropriate.

# **Career Experience**

**Scottish Child Law Centre, Edinburgh December 2016 – January 2017**

Areas of responsibility included :

* Answering calls to clients and taking note of their confidential legal queries
* Taking notes when the solicitor gave advice to clients
* Logging all the details of the calls, problems and advice on the Excel and Access Databases
* Undertaking legal research projects to prepare SCLC manuals on issues relating to child law

**Shepherd & Wedderburn LLP, Edinburgh June – September 2016**

**Legal Intern - Paid internship**

Areas of responsibility included :

* Conducted legal research as required
* Drafted client notes in an accurate and correct manner
* Point of contact with HMRC regarding bona vacantia claims
* Contacted clients in order to update their details for compliance purposes
* Updated Shepherd & Wedderburn’s online will database with confidential client information
* Completed a week of training in IT skills
* Became proficient in HP Worksite’s document management system
* Proofreading case notes and presentations

**Hogarth Chambers, London October 2015**

**Legal Intern**

Areas of responsibility included :

* Aiding junior barristers conducting research for skeleton arguments
* Sitting in on conferences with clients gaining valuable experience in relation to client/lawyer relationships through listening and observing procedures
* Attending high profile hearings in the Royal Court of Justice as a note taker for the practice

**Peter O’Connor & Sons, Solicitors, Waterford June – July 2014**

**Legal Intern**

Areas of responsibility:

* Attending meetings with clients and trials in the Waterford Circuit Court
* Undertook various research assignments for on-going legal cases
* Reception attendant, audio typing of letters and notes of attendance
* Operating Harvest Law and Cortbase Software System

**Saigon Tourist Hospitality College, Hoh Chi Minh City, Vietnam**

**English Teacher (Volunteer) July – September 2014**

Areas of responsibility:

* As part of a team of volunteers, I learned how to work effectively in a group. Teaching a class of university level students improved my public speaking and leadership skills. I developed my interpersonal skills while interacting, teaching and working with students from diverse nationalities and cultures.

**Shutters on the Beach, Santa Monica, California May – September 2013**

**Server**

Areas of responsibility:

* Working to serve customers in a large bus bar restaurant with a large team of servers as well as co-workers from different departments
* Having successfully completed first month was put in charge of training new servers
* Demonstrating exceptional levels of customer care and service in all guest interactions
* Ensuring adherence to all organisational policies, procedures and related regulatory requirements at all times

**Café Mickey, Disneyland, Paris May – September 2012**

**Server/Hostess**

Areas of responsibility:

* Greeting customers, taking orders, processing payments, clearing tables and liaising with kitchen, dealing with complaints.
* I worked through French and considerably improved my proficiency and fluency

# **Education & Qualifications**

**March 2016 Law Society of Ireland : Final Examination Part 1**

**Contract Law (58), Constitutional Law (50) and Criminal Law (61)**

**2014 – 2015 University of Edinburgh**

**LLM in Intellectual Property Law (2.1)**

**2010 – 2014 University College, Dublin**

**Bachelors Degree in Law with French Law (2.1)**

**2012 – 2013 Universite Toulouse 1 Capitole Law**

**Erasmus Year (2.1)**

**2010 Leaving Certificate, 545 Points**

# **Extra-Curricular Achievements**

* **President of University of Edinburgh Law Postgraduate Hub 2014-2015** - I appointed other students to committee roles and oversaw the work of the committee. As a team we organised social events with alumni as well as talks from guest speakers.
* **Class Representative of the Intellectual Property LLM class 2014-2015** - I was responsible for students and bringing any academic issues with course material or seminars forward to lecturers.
* **Active Member of University College Dublin Student Legal Service 2010-2014** -I met students at free clinics and provided legal aid assistance on issues such as consumer and landlord and tenant law. I improved my practical research skills and practised client/solicitor communication.

# **Additional Awards/Qualifications**

* Diploma in European Union Studies through French 2013
* Certificate in French as a Foreign Language 2012
* High Achiever Award from University College Dublin 2010
* European Computer Driving Licence 2008
* Deep Sea Divers Certificate 2014 (Thailand)

# **References**

References available on request