

# MARK SMITH

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## CONTACT DETAILS

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## HOME ADDRESS

6 Hughes Road South  
Walkinstown  
Dublin 12

## EDUCATION

FE1 Results - Criminal (52%) & Property (60%)  
2021-2023 - University College Cork: LL.M Children's Rights and Family Law; First Class Honours  
2016-2020 - National University of Ireland Maynooth: LL.B Bachelor of Laws; Second Class Honours Grade I  
2011-2016 - Leaving Certificate; 400 points

## WORK EXPERIENCE

### **Legal Support Officer, Children's Rights Alliance - Oct 2022 - Present**

Within the Children's Rights Alliance, my role as a Legal Support Officer works to provide information and support to Children's Rights Alliance service users. It also assists in the overall delivery of the Alliance legal and information strategy on children and young people's legal entitlements.

Key Duties:

- Meet with service users in a one-to-one basis to provide more in-depth information, determine their level of need and to provide supports and/or make referrals as appropriate.
- Assist in the roll out of the Children's Rights Alliance Know Your Rights training Programme.
- Prepare and disseminate child-friendly justice information materials to key stakeholders including the Children's Rights Alliance's membership.
- Complete and maintain a digital case management system.

### **Legal Research Assistant, UCC Law School - Sept 2021 - October 2022**

Here, I have compiled data and researched on numerous legal topics both domestic and international. Including having research and co-authored a submission on Comparative Materials on Surrogacy Law in advance of the Health (Assisted Human Reproduction) Bill 2022.

Key Duties:

- Confer with clients and the involved parties to gather and track case information.
- Prepared and interpreted legal documents/reports, handled, and identified complex problems, analysed issues, and recommended resolutions.
- Summarise facts, legal submissions, case law and relevant materials in aid of the clients of the clinic.

### **Product Management Associate, Allied Irish Bank - January 2021**

As part of the role, I execute day-to-day team activities including analysing information, engaging with internal and external stakeholders, using processes and technologies and tracking performance against customer and business goals. I also maintain and run multiple meetings with stakeholders and assist with any problem-solving tactics required to ensure that the customers' needs are met.

Key Duties:

- Decision Making - works within AIB policies, procedures, and regulations relevant to the role and escalates any identified issues/opportunities, as appropriate.
- Problem Solving - operates within set guidelines liaising direct manager to resolve problems and customer pain points.
- Collaboration - works and interacts with colleagues in own team and various internal business teams to effectively fulfil their role. Managed all law firm administrative tasks, including file processing implementing direct mail, and scheduling client appointments.

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## EXPERIENCE (CONT)

### **Intern, Building and Allied Trades' Union, Dublin 7 - August 2019**

Working at BATU allowed me to understand how a trade union functions. In what a basic day of a Trade Union Official looks like. It provided me the opportunity to learn about the administrative functions within the public sector.

Key Duties:

- Recording and monitoring office expenses and raising invoices.
- Assisting with applications to the Work Relations Commission.
- Meeting and greeting clients.
- Advising workers on their rights and on alternative methods of dispute resolution.

### **Legal Intern, Arthur McLean Solicitors, Dublin 2 - July 2018**

My time at Arthur McLean provided me the opportunity to be exposed to the legal areas of family, employment, and corporate affairs. Here I was responsible for several legal, technical and administrative tasks, including preparing books of authorities, researching case law and assisting by any means necessary to the partners of Arthur McLean.

Key Duties:

- Assisting to prepare a clients case documents.
- Attending Court or Tribunal appointments with clients.
- Undertaking legal research and case management.
- Managed all law firm administrative tasks, including file processing implementing direct mail, and scheduling client appointments.

## SKILLS

Legal Research  
Communication  
Attention to Detail  
Teamwork  
Strong work ethic  
Organisational &  
Time Management  
Proficient in  
Microsoft Office &  
Legal Databases  
Leadership  
Analytical &  
Reasoning

## EXTRACURRICULAR & ACADEMIC ACTIVITIES

- **Full Clean Irish Driving Certificate (December 2018).**
- **Matheson Virtual Experience Program Participant (Sept 2020)**  
Participated in the open access Matheson Virtual Experience Program with Forage. Tasks Completed Include:
  - Drafting of a Non-disclosure Agreement.
  - Prepared an advice note on the appointment of a temporary Pre-Approval Controlled Function ("PCF") with the Central Bank of Ireland ("Central Bank").
- **Law Society of Ireland Online Programme Participant (August 2020)**  
Certificate in Regulatory Matters and Management & Professional Development Skills.
- **Student Ambassador at Maynooth University (Sept 2018 - May 2020).**  
Here, I liaised with incoming students and advised them on pathways within the law degree at Maynooth.
- **Member of Scouting Ireland (Sept 2004- Current).** Here, I volunteer at weekly meetings in which I teach adventure and leadership skills to adolescents aged 11 to 16.