***Amie Creaton***

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*I am a young and driven person who is enthusiastic and committed to a career in law. I have a passion for legal research and am eager to continue learning and developing into a solicitor.*

**Education**

October 2021-present The Honourable Society of King’s Inn

Advanced Diploma in Medical Law

March 2020-present Law Society of Ireland

 FE1s

 Equity 56 Constitutional 58

 Company 50 Criminal 61

 Contract 50 Property pending

 Tort 54 EU pending

2015-2019 University College Dublin

 Level 8

Law with History

 Award: Second Class Honours, Grade 1 (GPA 3.53)

2009-2015 St. Marys College Naas

 Leaving Certificate Points 2015: 560

2001-2009 Mercy Convent Primary School, Naas

**Employment History**

August 2019- present Courts Service Judicial Assistant

* As a judicial assistant to a Court of Appeal judge, my primary responsibilities include proof-reading judgments to ensure that the judgment is formatted correctly, the references and quotations are all correct and there are no spelling or grammatical mistakes. I also aide the judge by conducting legal research relevant to the particular judgment and compiling analogous caselaw and academic controversy.
* In order to help the judge’s preparation for hearings, I summarise large tracts of legal submissions in order to provide the judge with a general overview of the case prior to reading the papers.
* I research complex and niche legal topics for both the judge, when complex issues arise in cases, and the Legal Research Office. I have assisted the judge in the preparation of drafts for speeches and talks.
* In addition to those responsibilities, I carry out administrative functions. I keep track of the Judge’s engagements and ensure that no conflicts arise in his schedule. I maintain a spreadsheet in order to record the progress of judgments and related costs issues which may arise. I am responsible for the organisation of, and disposing of, the judge’s papers.
* Further, I act as a liaison for my judge with the members of the public, members of the legal profession, the Court of Appeal Office, other colleagues and registrars.

June 2019- August 2019 Osborne’s Solicitors Naas Legal Intern

* Upon finishing college, I began working part-time shadowing an experienced solicitor, Jacinta Morris, in a busy local general practice. My primary duties were administrative in nature, including re-organising old hardcopy files in line with GDPR guidelines and registering them on the firm’s new online database, KeyHouse.
* I got insight into the practical day-to-day running of a solicitor’s office and gained experience in conveyancing and probate matters.

March 2016- August 2019 McDonald’s Drive Thru Crew Trainer

* Was promoted from crew member in April 2018 to Crew Trainer
* Prepared for and trained new staff in the restaurant and ensured that staff were trained to a high standard. I assisted managers to run successful shifts by coaching and helping staff to be efficient and productive. I assisted with the introduction of new procedures and promotions by actively communicating with other staff members. Responsible for cash intake and monitoring tills during shifts

October 2015- April 2017 Basketball Ireland Basketball Referee

**Skills**

* Confident working professionally as part of a team with strong communication skills and an ability to work off my own initiative. Strong interpersonal skills and a proven ability to present efficiently to colleagues and lecturers.
* Comprehensive research skills with solid knowledge of how to navigate legal databases. The history aspect of my degree and my experience as a judicial assistant has added depth and perspective to these skills.
* Flexibility in relation to assigned tasks with a focus on the essentials of any job/task whilst being able to meet any deadlines set.

**Achievements**

* UCD Academic Entrance Scholar
* Member of Naas Basketball Club including U17 Dublin League Winners and currently playing Division 2 Dublin League. Was made captain of Naas Senior Ladies in 2019.
* Bronze GAISCE Award
* Special Olympics Referee

**Hobbies**

I have played basketball for the last 14 years. I love to read and am a member of Judicial Assistant Book Club. I also have a keen interest in history and listening to podcasts.

***References on Request***