**Amy Henry   
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**EDUCATION**

**University of Limerick, Castletroy, Co. Limerick***Bachelor of Laws (Law Plus) LLB [Sept 2013* – *May 2017]*

* **Graduated August 2017 with a 2.1 Degree (3.16 GPA Equivalent).**
* Completed various core modules i.e. Contract, Criminal, and Constitutional, as well as other modules such as Intellectual Property, Medical, Evidence, ADR and Psychology. *See Appendix 1(B) for modules.*
* Completed a six month Cooperative Education placement in Allianz Ireland plc.

**Mount St. Michael Secondary School, Claremorris, Co. Mayo***Leaving Certificate Examinations*  *[Sept 2007 – June 2013]*

* **435 points.**  *See Appendix 1(A) for subjects.*
* Received a distinction in the Leaving Certificate Vocational Programme.

**LEGAL WORK EXPERIENCE**

**Mason, Hayes and Curran** *[January 2017]**Intern, General Litigation*

Worked as an intern in the General Litigation Department. Worked closely with one partner and a smaller team of solicitors and assisted them with their work, particularly dealing with medical negligence cases, duties included:

* Attending negotiations relating to complex medical negligence cases.
* Assisting in the preparation for and holding of client meetings by preparing case files, letter books, briefs for counsel and preparing draft minutes for review after the meeting.
* Reviewing case files selecting necessary documents to be sent to Expert Witnesses for their Expert Reports.
* Researching and summarising articles discussing the Assisted Decision-Making Capacity Act 2015 in preparation for an informative team presentation for clients.
* Attending a number of confidential High Court proceedings relating to personal injury claims.

**CORPORATE WORK EXPERIENCE**

**Allianz Ireland plc** *[August 2015 – January 2016]**Intern, Sales – New Businesses Team*

* Responsible for adding both new and potential new client’s to the company’s core policy administration system, i90, and ensuring all relevant information was kept up to date.
* Customer service representation through dealing with client enquiries and problems that may have arisen.
* Managing team members work queues and all submissions sent to the New Business Team’s communal work line on Allianz’s process management solution system, Staffware.
* Compiling weekly, quarterly and yearly reports of all information regarding submissions from the SME and BFI Insurance Brokers effectively keeping track of all team activity.

**OTHER WORK EXPERIENCE**

**Maxwells Bar & Grill & Madison Late & Live & McHugh’s Pub**  *[Sept 2016 – Present]*

*Waitress/Bartender in Restaurant, Pub and Nightclub*

* Developing a welcoming environment in the restaurant and Pub. Dealing with customer enquiries and requests and taking and serving their orders in a manner ensuring great customer service.
* Responsible for opening and closing both establishments. This requires being trusted with various responsibilities, such as holding a key, counting floats and cash reconciliation.

**Subway and The Gaslamp BBQ, San Diego, CA** *[June 2016 – August 2016]  
 Sandwich Artist/Hostess*

Spent the summer of 2016 on a J1 in San Diego where I worked both as a Sandwich Artist in Subway and a Hostess/Server in The Gaslamp BBQ. Working both jobs (70+ Hours weekly) enabled me to travel America at the end of the summer before returning to Ireland.

**Lydon House Catering** *[June 2015 – Present]*

*Banqueting Staff Member*

Work at different racing events catered for by Lydon House Catering every year i.e. The Galway Races, The Ballinrobe/Roscommon Races. This role involves working long hours in a fast-paced working environment and is highly associated with prevailing the ability to provide excellent customer service.

**The Olde Woods Bar**  *[May 2011 – April 2015]  
Cook and Kitchen Supervisor/Waitress/Kitchen Assistant*

Began working here on weekends and throughout summer holidays while in Secondary School, duties included:

* Greeting and serving customers in a manner ensuring the highest standard of customer satisfaction.
* Working various subordinate roles as part of a team preparing food, serving food and waiting tables.
* Working in leadership roles as the kitchen supervisor and head cook. This involved cooking and preparing food while also, identifying teammate’s strengths and weaknesses, allowing for the most efficient delegation of duties.
* Quality control of ingredients and dishes in order to maintain the best standard possible.
* Implementing health and safety rules and regulations in order to maintain a clean and safe work environment.

**VOLUNTEER WORK**

**The HOPE Foundation and The Niall Mellon Trust Fund**

* Spent time working with both organisations partaking in various activities i.e. sponsored walks, selling chocolate bars, bag packing and money collecting. Money raised for each organisation funded volunteers trips to help under-privileged families and aid in building suitable housing for the homeless in areas reached by the organisations, such as Calcutta (HOPE) and Africa (Niall Mellon).

**Breast Cancer Awareness and The Irish Cancer Society**

* Organised a fundraiser with a group of individuals from school, making and selling chocolates with proceeds contributed to Breast Cancer Awareness.
* Continue to work with the Irish Cancer Society on an ongoing basis. This involves partaking in numerous activities, such as bag packing, money collections, carol singing and other small fundraising activities.

**UL Law Society**

* Member of the UL Law Society for four years while at UL. Have Attended and assisted at various fundraising events and meetings.

**The ‘Make a Wish’ Foundation**

* Initiated and led the organisation of a sponsored climb of Croagh Patrick for the ‘Make a Wish’ Foundation.

**SKILLS**

* **Languages:** Proficient in the English language with basic knowledge of both Irish and French.
* **IT:** Ascertain a comprehensive understanding of MS Word, PowerPoint, Excel and Outlook. Completed an ECDL computer management course and also have sufficient knowledge of various administrative computer systems i.e. Salesforce, Staffware and i90.

**ACHIEVEMENTS**

* Elected as a member of the Student Council at Mount St. Michael Secondary School. *[2012-2013]*
* Awarded position of ‘hostess’ for the No Name Club*. [2010-2012]*
* Received commendation from the President of UL, Des Fitzgerald, for coming within the top pupils of my class by achieving a GPA equivalent Quality Credit Average (QCA) of 3.56 for the Spring Semester Academic Year 2016/17.
* Continuously in employment (both part-time and full-time positions) for the past seven years.

**INTERESTS AND ACTIVITIES**

* **College:** Enjoyed taking part in various moots throughout my time in UL. I also took part in the 2016/17 Katie Fleming Mediation Competition hosted by the UL School of Law and Graduate Entry Medical School.
* **MayoSPCA:** I have a strong passion for helping animals. I have recently started volunteering with the Mayo Society for the Prevention of Cruelty to Animals and have found working with the animals is not only highly rewarding, but also thoroughly enjoyable and beneficial.

**REFERENCES**

|  |  |
| --- | --- |
| Ms. Catherine Penston,  Owner, | Ms. Audrey Hannon,  Sales – New Business Team Manager, |
| Maxwell’s Bar & Grill, | Allianz House, |
| Claremorris, Mayo. | Merrion Road, Dublin 4. |
| **Ph:** (085) 755 5289 | **Ph:** (01) 613 4084 |

**APPENDIX 1**

1. **Mount St. Michael Secondary School**

**Leaving Certificate 2013:**

|  |  |  |
| --- | --- | --- |
| **SUBJECT** | **LEVEL** | **GRADE** |
| English | Higher | C2 |
| Geography | Higher | B1 |
| Home Economics | Higher | B2 |
| Biology | Higher | C1 |
| French | Higher | C2 |
| Leaving Certificate Vocational Programme | Common | A |
| Mathematics | Ordinary | C1 |
| Irish | Ordinary | C1 |

Total CAO Points: 435

1. **UNIVERSITY OF LIMERICK**

**First Year:**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SEMESTER** | **GRADE** |
| Introduction to Lawyering 1 | Semester 1 | B1 |
| Labour Law | Semester 1 | B1 |
| Criminal Law 1 | Semester 1 | B3 |
| Contract Law 1 | Semester 1 | B2 |
| Psychology and Everyday Life | Semester 1 | B3 |
| Administrative Law | Semester 2 | C1 |
| Introduction to Lawyering 2 | Semester 2 | B2 |
| Contract Law 2 | Semester 2 | C3 |
| Criminal Law 2 | Semester 2 | B2 |
| Psychology and Social Issues | Semester 2 | C2 |

Overall GPA Equivalent: 3.00

**Second Year:**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SEMESTER** | **GRADE** |
| Crime and Criminal Justice | Semester 1 | C2 |
| Law of Torts 1 | Semester 1 | B2 |
| Constitutional Law 1 | Semester 1 | C3 |
| Land Law 1 | Semester 1 | B3 |
| Social Psychology 1 | Semester 1 | B2 |
| Jurisprudence | Semester 2 | A2 |
| Law of Torts 2 | Semester 2 | A2 |
| Constitutional Law 2 | Semester 2 | C1 |
| Land Law 2 | Semester 2 | B3 |
| Human Development and the Life Span | Semester 2 | A2 |

Overall GPA Equivalent: 2.94

**Third Year:**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SEMESTER** | **GRADE** |
| Medical Law | Semester 2 | A2 |
| Intellectual Property Law | Semester 2 | B2 |
| Law of Evidence | Semester 2 | B1 |
| Family Law | Semester 2 | B2 |
| Psychology: Theory and Method 2 | Semester 2 | B3 |

Overall GPA Equivalent: 3.02

**Fourth Year:**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SEMESTER** | **GRADE** |
| Company Law 1 | Semester 1 | C2 |
| Law of the European Union 1 | Semester 1 | B2 |
| Equity and Trusts 1 | Semester 1 | B1 |
| Advanced Lawyering Skills | Semester 1 | B1 |
| Psychology of the Personality | Semester 1 | B1 |
| Company Law 2 | Semester 2 | A1 |
| Law of the European Union 2 | Semester 2 | B2 |
| Equity and Trusts 2 | Semester 2 | A2 |
| UL Practicuum | Semester 2 | A1 |
| Approaches to Social Identity | Semester 2 | B1 |

Overall GPA Equivalent: 3.16