

### PERSONAL DETAILS



**Name:** Amy Murphy  
**Date of Birth:** 25<sup>th</sup> / March / 1999  
**Address:** Kilglinn, Kilcock, Co.Meath.  
**Phone:** 089 439 6042  
**Email:** amy.murphy.2018@mumail.ie

### EMPLOYMENT

May 2019- present: Griffin Solicitors, Gabriel House, 6 Cypress Park, Templeogue, Dublin 6W  
**Position:** **Legal Secretary**  
**Responsibilities:** Opening litigation and conveyancing files using CORTBase Case Management System, completing tasks on dictation, writing letters as required in each case, assisting clients over the phone, greeting and assisting clients that attend the office.

### PART-TIME EMPLOYMENT

September 2014 – present: Celbridge Kenpo Karate Academy, Unit 6, The Mill, Main Street, Celbridge, Co. Kildare  
(Wednesday, Thursday, Saturday)  
**Position:** **Kenpo Karate Instructor**  
**Responsibilities:** Instruction of martial arts students in fitness, discipline and techniques required for unarmed self-defence.

June – September 2018: National Science Museum, Maynooth, Co. Kildare  
(Wednesday, Sunday)  
**Position:** **Receptionist**  
**Responsibilities:** Open museum during the summer months, welcome visitors to the museum and collect donations.

### WORK EXPERIENCE

November 2014 – February 2015: Aura Leisure Centre, Trim, Co. Meath  
**Position:** **Gym Instructor and Swim Teacher** (As part of Transition Year work experience)  
**Responsibilities:** shadowing lifeguard, swim teacher, fitness instructor, administration.

February – April 2015: Dunnes Stores, Maynooth, Co. Kildare  
Position: **Shop Assistant** (As part of Transition Year work experience)  
Responsibilities: Date checking, validating prices of stock.

## EDUCATION

- BCL (Law and Business), Maynooth University – September 2017 - Present.
- Scoil Dara, Kilcock, Co. Kildare – September 2011 - June 2017.  
CAO Points: 443 (Results in Appendices)

## ACHIEVEMENTS AND INTERESTS

### University:

- Achieved overall 2:1 in Law and Business in first year examinations (66.9%) (Results in Appendices).
- Achieved overall 2:1 in Law and Business in second year examinations (67.2%) (Results in Appendices).

### Extra-Curricular:

- Received the President's Award (Gaisce) year 2015 – Bronze.
- Achieved Grade 8 in piano (Royal Irish Academy of Music).
- Attained a Black belt (1st Kyu) in Kenpo Karate (European Kenpo Karate Association).
- Achieved Grade 8 in Ballet (Royal Academy of Dance).
- Swimming – level 10 (fully qualified), Rookie Lifeguard (Bronze 1).
- Cycling – Took part in several cycling tours as part of the An Post cycle series 2014-2017 and the "Leinster Loop" Cycle 2014.
- Full drivers licence.

## REFEREES

- **Mr. John Griffin** (Principal solicitor, Griffin Solicitors) – 01 490 7651
- **Senior Professor Edward Downey** (European Kenpo Karate Director) - 01 627 0232
- **Dr. Niall McKieth** (National Science Museum Curator) - 087 915 2003

## APPENDICES

### Maynooth University Results

	<b>Subject Title</b>	<b>Module Code</b>	<b>Grade %</b>
<b>1</b>	Law of Torts	LW151	63
<b>2</b>	Contract Law	LW152	60
<b>3</b>	Introduction to Legal Research	LW153	74
<b>4</b>	Legal Research Methods	LW154	64
<b>5</b>	Introduction to Law	LW155	78
<b>6</b>	Introduction to Law II	LW156	54
<b>7</b>	Criminal Law	LW157	62
<b>8</b>	Constitutional Law	LW158	57
<b>9</b>	EU Law	LW251	70
<b>10</b>	Administrative Law	LW255	70
<b>11</b>	Company Law	LW263	67
<b>12</b>	Commercial Law	LW268	62
<b>13</b>	Business Models and Marketing	MN151	55
<b>14</b>	Managing Innovation	MN154	74
<b>15</b>	Organisational Behaviour and Management	MN155	74
<b>16</b>	Introduction to Business Ethics	MN156	81
<b>17</b>	Introduction to Management Information Systems	MN204	55
<b>18</b>	Project Management	MN211	68
<b>19</b>	Operations and Supply Chain Management	MN212	68
<b>20</b>	International Business	MN215	69
<b>21</b>	Human Resource Management	MN220	65
<b>22</b>	Accounting and Macro Economics for Business	AC204EC	75

### Leaving Certificate Results (443 CAO Points)

	<b>Subject Title</b>	<b>Higher/Ordinary/Foundation</b>	<b>Grade</b>
<b>1</b>	Mathematics	Higher	H4
<b>2</b>	English	Higher	H3
<b>3</b>	Irish	Higher	H4
<b>4</b>	French	Higher	H3
<b>5</b>	Business Studies	Higher	H4
<b>6</b>	Accounting	Higher	H4
<b>7</b>	Biology	Higher	H4
<b>8</b>	Physics	Higher	H5