

# Anna Butler

➤ **POSITION SOUGHT** Trainee Solicitor

## **EDUCATION**

**March 2016** Six FE-1 exams – Criminal, Company, Tort, Constitutional, Property, EU.  
**2012 - 2013** International Human Rights Law LLM. Irish Centre for Human Rights, NUIG.  
**July 2011** CELT (ACELS) Certificate of English Language Teaching, Galway Language Centre.  
**2010 –2011** Bachelor of Laws, NUIG.  
**2008 -2010** Diploma in Irish. NUIG.  
**2007 -2010** Bachelors of Arts, (Legal Science, English) NUIG.  
**June 2007** Leaving Certificate. Scoil Mhuire, Strokestown, Co. Roscommon.

## ➤ **EMPLOYMENT HISTORY**

**June 2016 – Present** **Porter Morris, 10 Clare Street, Dublin 2**

*Legal Assistant (June – September) /Legal Executive (September - present)*

- Assisting Solicitors primarily in Mortgage Litigation
- Preparation of briefs and books of pleadings, serving and issuing proceedings, affidavits of service, billing, filing, general administrative duties, occasional reception assistance.

**June 2015 – January 2016** **Brophy Solicitors, 38/40 Parliament St, Dublin 2**

*Legal Caseworker*

- Advised clients on immigration related queries specifically naturalisation, renewal of permission to remain, student visa queries, passport applications.
- Worked as a fee earner on own immigration files, drafted immigration applications and corresponded with the Department of Justice & Equality, and Irish Embassies.
- Performed legal executive functions; assisted solicitor with heavy case load, adhered to strict deadlines. Oversaw departing solicitor's case load until replacement commenced.
- Prepared books of pleadings, compiled briefs to counsel, billing procedures, diary management, court attendance, file closing, file review, and court preparation.
- Assisted with general administrative duties, wrote a number of Brophy immigration blog posts and was an active member of the Brophy social media team.

**November 2014 – June 2015** **Nasc, The Irish Immigrant Support Centre, Cork**

*Legal Intern*

- Assisted the running of the 'Walk-In' legal service, provision of legal information on social welfare, asylum and immigration issues.
- Managed a varied caseload including Zambrano applications, temporary permission to remain, EU treaty rights, citizenship, and assisted with family reunification applications. Conducted research on immigration issues.
- Corresponded with clients, government departments and solicitors. Assisted with client calls, queries to other organisations, general administrative duties
- Acted as client legal representative at social welfare appeal hearing.

**April 2014- July 2014** **United Nations Assistance to the Khmer Rouge Tribunal, Phnom Penh, Cambodia**  
*Legal Intern*

- Case 004 team member, Defence Support Section

- Conducted research in human rights law specifically in relation to forced marriage, sexual assault, rape, and on the revolutionary armed forces of Kampuchea, positions held and activities carried out
- Conducted research in international criminal law and humanitarian law, war crimes, and crimes against humanity, specifically genocide and detention.
- Navigated UN databases, researched case law of domestic jurisdictions and other international tribunals including the Special Court for Sierra Leone, International Criminal Tribunal for the Former Yugoslavia, International Criminal Tribunal for Rwanda
- Drafted and proof read motions to the Office of the Co-Investigating Judges
- Recorded minutes of team meetings, data entry.

**July 2012 – September 2012**

**Atlas Language School, Dublin 2**

*English Language Teacher*

- Taught English grammar, vocabulary, aural and oral skills to teenagers and adults
- Class levels from beginners to advanced
- Supervised weekend excursions and evening activities
- Organised and co-ordinated lessons with other staff members

**January 2012- June 2012**

**British American Language Academy, Naples, Italy**

*English Language Teacher*

- Taught English grammar, vocabulary, aural and oral skills
- Classes ranged from Kindergarten to adults, in both public and private schools
- Developed lessons catering to specific needs including for business purposes

**May - August 2011**

**Michael F. Butler & Co. Solicitors, Longford**

*Legal Intern*

- Case file assistance- medical negligence, personal injury, insurance claims. Attended Circuit Court as an observer. General administrative duties- filing, letter composition, document preparation.

### ➤ **SKILLS**

ECDL qualification. Proficient in MS applications and Keyhouse case management system

I have developed good people skills through previous employment in retail, and the hospitality industry

I am a diligent, organised, friendly, punctual person.

I thrive under pressure and work well in a team environment

I take direction well. I learn quickly. I also work on my own initiative when necessary.

### ➤ **ACHIEVEMENTS**

I am a keen swimmer, have certificates in Water Safety and knowledge of First Aid.

I have coached minor teams in basketball developing good leadership, management and organisational skills.

I captained local basketball, football and soccer teams. I have also represented my county in athletics and football. I have two Connacht titles and an All-Ireland title in ladies football at school level. My next sport to conquer is tag rugby.

I was involved with fundraising for Trócaire, Concern, St. Vincent de Paul, Frontline Defenders and Nasc.

I have worked as a primary school substitute teacher, a playschool summer camp assistant and held various sales advisor and hospitality roles.

### ➤ **CONTACT**

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