

Anna Somsen

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EDUCATION

University College Cork — LLM Child and Family Law **2015-2016**

One of a small group of candidates immersed in this specialist, inter-disciplinary and fast-evolving subject. Subjects taken: Child law in practice; Refugee law; Mental Health law; Juvenile Justice; Family Property law; International Children's Rights; The Family and the law.

Trinity College, Dublin — Law (LL.B) **2010-2014**

Final Grade: 2.1 (68%)

University of Groningen, The Netherlands — International Law **2012-2013**

Final Grade: 2.1 (66%)

St. Dominic's High School, Sutton **2004-2010**

Leaving Certificate Points: 515

LEGAL/OFFICE WORK EXPERIENCE

Administrative Assistant, The Institute of Public Administration, Dublin 4 Dec' 2015-Present

Part-time position alongside my studies. Role involves the handling highly confidential exam material and assignment results on a daily basis, data inputting and other general administration, invigilating post-graduate exams.

Assistant, Free Legal Advice Centre, Aungier Street, Dublin 2 **April 2014-Present**

Supporting legal practitioners in specialist family law and employment law clinics. Duties include writing a concise and accurate record of each meeting, doing on-the-spot research, managing the timeframe of client meetings and other general support.

Legal Executive, Noel Smyth & Partners, 12 Ely Place, Dublin 2 **September 2014-July 2015**

Part of the litigation team in a well-established law firm, which practices mainly in property law, commercial transactions, litigation and private client. Duties included, but not limited to, legal research, legal drafting, attending court and client meetings and compiling briefs. Frequently overtook receptionist duties at the front desk, answering the phone in a highly articulate and professional manner.

Intern, Northside Community Law Centre, Coolock, Dublin 17 **July-August 2014**

Duties included extensive research into social justice issues, compiling legal advice brochures, preparing a monthly legal advice column for a local newspaper, assisting in the preparation of the new website, giving assistance in free legal advice clinics, liaising with local businesses regarding funding and daily correspondence with other agencies (MABS and Citizens Information).

Legal Intern, Matheson, 70 Sir Rogerson's Quay, Dublin 2 **June 2014**

Placement in the Media and Entertainment Department in one of the largest international law firm in Ireland. Obtained a crucial understanding of client needs and the importance of effective time management of tasks. Received professional training in presentation and communication skills.

OTHER WORK EXPERIENCE

Sales Assistant, River Island, Grafton Street, Dublin **September-December 2013**

Main tasks included advising customers, stock control and handling purchases at the cash register. Every shift began with a team talk in which we would discuss the sales targets for the day. We always met our target and often exceeded it.

Waitress, The Doghouse Tearooms, Howth, Dublin **August-September 2013**

Responsible for opening the business in the morning. High level of personal accountability involved which required confidence, organisational skills and the ability to remain calm and think quickly under pressure. Gained knowledge and understanding of how a small business operates.

Assistant Chef, O' Malley's Bar, Groningen, The Netherlands **January-July 2013**

Greatly improved my communication skills by working in a multi-cultural environment without fluency in the language. Trained behind the bar and the kitchen, where I very quickly progressed from simple food preparation, to preparing full meals under supervision.

Cashier, McDonald's Restaurant, San Diego, USA **June-August 2012**

Main task was taking orders at the cash register and the "drive-through". Learnt how to stay calm and work efficiently within a team under pressure. Had to handle multiple orders simultaneously and within a short time limit.

Receptionist, King Sitric Restaurant, Howth, Co. Dublin **June 2011-June 2012**

Main tasks included welcoming guests, bar work, waitressing and general receptionist duties. Managed reservations for both the restaurant and the B&B. Organised invoices and delivery bills to present to the accountant at the end of each month.

Work Experience, Sheehan & Co. Solicitors, Dublin **March 2008**

Assisted in the drafting of conveyancing documents and general administration. Observed client meetings and court visits. Demonstrates long-standing interest in a legal career.

VOLUNTARY EXPERIENCE

Call Facilitator, Childline Phone Service (ISPCC) **January 2014-August 2015**

24hour free counselling service for children and young people

Tutor, Trinity Voluntary Tuition Programme (VTP) **September 2013-April 2014**

Free tutoring service for primary school students run by the VTP society in Trinity College

Volunteer, Trinity VDP Soup Run **September 2013-April 2014**

Service run by St. Vincent de Paul providing food and clothing to the homeless

SKILLS AND ACHIEVEMENTS

- High level of proficiency in IT Skills (especially Microsoft Word, Excel, Powerpoint)
- Typing speed of 74 wpm
- Board Member on the Integration Committee on the Erasmus Student Network (ESN) while studying abroad in the Netherlands
- Elected as a First Year Prefect in final year of secondary school
- Participated in the Gaisce President's Award, receiving a bronze medal
- Intermediate level proficiency in French and Dutch

REFERENCES

Available on Request