**Curriculum Vitae**

**Bridget Howard**

**Shraigh West, Bunnahowen, Ballina, Co. Mayo.**

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**PERSONAL PROFILE**

I am a final year law student with 2.1 Honours degree from UL. With previous work experience as a legal secretary, finance department intern, and administrative assistant. I have been heavily involved in the university of limerick students union and student council through different roles: equal opportunities executive, member of the election review board, and class representative. I was one of three students selected study abroad in a top 15 US law school: University of Texas at Austin. I was also chosen to represent UL in the all-Ireland young mediators competition and placed 3rd.

**EDUCATION**

**LLB (2.1 Honours) 2014 – 2018**

University of Limerick

QCA to date: 3.05

**Leaving Certificate 2014**

St. Brendan’s College, Belmullet, Co. Mayo.

Points attained 330

**WORK EXPERIENCE**

**Childcare Provider June 2017- August 2017**

**Belmont, Ca, USA**

Childcare provider for two children who suffer from mild forms of special needs.

**Office of Francois Sorba June 2016– January 2017**

**Legal Secretary (Co-op Placement)**

**San Mateo, Ca, USA**

Responsible for welcoming guests into the office, collecting research through legal databases, completing and filing court forms, proof-reading documents, filing, copying, scanning.

**Hostess**

**31st Union July 2016- January 2017**

**San Mateo, Ca, USA**

Duties included greeting and seating guests, answering the phone, filling to-go order, organizing reservations and table turnover, controlling the floor plan, communicating with servers the volume of guests arriving throughout the evening.

**Practice Fusion**. **June 2015 – August 2015**

**Intern: Finance Department**

**San Francisco, Ca, USA**

Duties included assisting with payroll, updating information on company data base and ensuring the filing system up to date.

**Work Experience Continued:**

**Girouard Properties. June 2013 - August 2013**

**Administrative Assistant/Receptionist**

**San Mateo, Ca, USA**

Duties included general administrative work such as answering phone calls, filing, scanning. Coordinating monthly meetings between agents in the office.

**ACHIEVEMENTS**

* I have competed on behalf of the University of Limerick and placed third in the 2017 All-Ireland young Mediators Competition.
* In 2016 I was one of three students selected to receive a scholarship and completed a semester abroad in a top 15 US law school; The university of Texas at Austin.
* I was elected the UL student union Equal Opportunities Executive for the 2015-2016 term. My duties included sitting on the student unions executive committee, the student council, the board of trustees and chairing the equal opportunities committee.
* I was requested by university officials to be a member of the electoral referendum board for 2016 elections. Duties included remaining neutral to all candidates while monitoring campaigns for student union positions (student union president, welfare officer, and academic officer).
* Mentor to incoming international students in 2015-2016, also have been involved in the UL law society mentoring programme.
* I successfully completed a STAC first responder first aid course in 2016.

**INTERESTS**

* Cooking and Baking: I love to cook and bake in my spare time. My favourite way to spend an evening is to have friends over for a meal.
* Sports: I enjoy attending sporting events with friends especially baseball games and rugby matches.
* Reading fiction novels: I enjoy crime novels by Michael Connolly in particular.
* Travelling: Travelling has always been a huge interest of mine since childhood I have loved visiting other countries and experiencing new cultures.

***References available on request***