**Curriculum Vitae**

**Bridget Howard**

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**PERSONAL PROFILE**

I am a current masters student with a 2.1 Honours degree from the University of Limerick in Law and Sociology. I have previous administrative work experience as a legal secretary, finance department intern, and administrative assistant. I also have hospitality experience as a hostess in upscale restaurants and gastro-pubs.

Outside of my studies I have been heavily involved in the University of Limerick Students Union and the Student Council through different roles: Equal Opportunities Executive, member of the Election Review Board, and Class Representative. I was one of three students selected to receive a scholarship and study abroad in a top 15 US law school: University of Texas at Austin. I represented the University of Limerick in the all-Ireland young mediators competition where I placed 3rd.Additionally, I was a member of the winning team of the annual Kate Flemming Mediation competition. I have also placed as a runner up in the annual UL v. Cambridge mooting competition.

**EDUCATION**

**LLM International Commercial Law 2018- Present** University of Limerick

**LLB (2.1 Honours) 2014 – 2018**

University of Limerick

GPA 3.18/4.0

**Leaving Certificate 2009 - 2014**

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

**Relevant Experience:**

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

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

**San Mateo, Ca, USA**

Responsible for welcoming guests into the office, preparing the office and conference room for depositions and meetings, creating and managing client files, assisting with trial preparation, collecting research through legal databases, completing and filing court forms, proof-reading documents, filing, copying, scanning.

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

**Intern: Finance Department**

**San Francisco, Ca, USA**

Duties included assisting the accounts manager with payroll and ensuring the accounts payable balanced with invoices, updating information on the company data base and ensuring the filing system was kept up to date.

**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, running errands and coordinating monthly meetings between the agents in the office.

**Childcare Provider/ House Manager June 2017- August 2017**

**Belmont, Ca, USA June 2018- August 2018**

Childcare provider duties included driving children to and from appointments, light housekeeping, and meal preparation. House Manager duties included ensuring all household staff were up to date on tasks and ensuring a high standard of work, bills were sent to the office and paid on time, and keeping family’s schedules up to date.

**Hostess**

**Hopfeilds January 2017 – May 2017**

**Austin, TX, USA**

Duties included greeting and seating guests, answering the phone, filling to-go orders, organizing reservations and table turnover, controlling the floor plan, ensuring constant and efficient communication amongst servers and kitchen staff.

**Hostess**

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

**San Mateo, Ca, USA**

Duties included greeting and seating guests, answering the phone, filling to-go orders, organizing reservations and table turnover, controlling the floor plan, assisting the busboy.

**ACHIEVEMENTS**

* I was awarded the Eversheds Sutherland Scholarship prize gifted to the student enrolled in the LLM of International Commercial Law with the highest undergraduate law degree.
* I have competed on behalf of the University of Limerick and placed third in the 2017 All-Ireland Young Mediators Competition.
* I was a member of the winning team in the annual Kate Flemming Mediation 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**

* Competitive debating: I have been an active member of UL Debating Union. I have enjoyed mooting throughout my studies, I competed in and was placed as a runner-up the annual UL v. Cambridge Moot 2017.
* I am an avid baker and culinary enthusiast, I enjoy cooking in my spare time and trying new dishes from different cultures. I regularly set myself challenges and push myself to try new cooking methods and recipes.
* Sports: In my spare time I enjoy staying active and healthy by going for runs. In 2013 I completed the flora mini-marathon and raised over 1000 euro in aid of Parkinson’s Ireland.