

Constance Edwards

Newcastle West, Co. Limerick | (086) 0598910 | connie.edwards11@gmail.com

EDUCATION

Law Society of Ireland **2020 – 2021**

Due to sit 4 remaining FE-1 examinations in October 2021.

Master of Laws LL.M. – Trinity College Dublin **2020 – 2021**

Exam Results: Second Class Honours Grade 1 (68%) inclusive of a distinction (70%) in my dissertation titled: “Online Harassment as a Crime: Should the Criminal Law Encompassing Harassment in Ireland be Reformed?”

Bachelor of Civil Law (International) – University College Cork **2016 – 2020**

Final Year Results: Second Class Honours Grade 1 (65%) inclusive of 1H1 in Employment Law, Company Law, Medical Law & Environmental Law.

Business Law in a Global Context – Université de Montréal **2019**

Leaving Certificate – Limerick Tutorial College **2015 – 2016**

500 points.

LEGAL WORK EXPERIENCE

Pádraig Mawe & Co., Solicitors, State Solicitor for Limerick City

Summer Legal Intern **July 2020 - August 2021**

- Transcribed dictations, proof-read, and prepared letters for delivery and distribution in a timely and efficient manner.
- Assisted in the preparation of Books of Evidence for indictable criminal offences where accuracy and presentation were of paramount importance.
- Ensured efficiency and thoroughness in the production of Books of Evidence by liaising with investigating members of An Garda Síochána so that all outstanding documentation was to hand.
- Attended the Circuit Court and took notes to present to the State Solicitor on days where he was unable to attend.
- Strong familiarity with Axxia Case Management system, where I demonstrated proactive filing management and maintained client files.

The Hon. Mr Justice John A. Edwards, Court of Appeal

Shadower **June 2019**

- Observed a dynamic environment where I worked with a range of legal professionals, which allowed me to focus on what area of law I would like to practice in in the future.
- Worked with a judicial assistant, helping proof-read judgements and conducting legal research, which developed my legal knowledge as well as my research and analytic skills.
- Gained invaluable exposure to court practice and procedure, and an insight of the workings of the public service.

Constance Edwards

Newcastle West, Co. Limerick | (086) 0598910 | connie.edwards11@gmail.com

Holmes O'Malley Sexton LLP

Legal Intern

July 2018

- Prepared case briefs, scanned, photocopied and used the Dictaphone to compose letters from the office. Visited neighbouring law firms to organise mutual documents for the firm.
- Gained exposure in drafting and analysing contractual agreements such as Non-Disclosure Agreements and Distribution Agreements.
- Developed my communication skills by sitting in on client meetings, where I learnt how to interact with clients.
- Spent time working on private client litigation supporting solicitors with serious injury claims in district, circuit and high court matters arising from medical negligence, road traffic accidents, product liability and employer's liability. I learnt and assisted in the preparation of PIAB applications and further preparation leading up to trial.

OTHER WORK EXPERIENCE

Dooley's Pharmacy

December 2012 – June 2021

Part-Time Dispensary Assistant

- Labelled and dispensed medication, logged invoices and dealt with customers in a professional confidential matter.
- Implemented a new stock rotation system in the dispensary to reduce wasted medications by forecasting use and reviewing monthly orders made, reducing waste of medication by 60%.
- Demonstrated a commitment to customer care and service by organising a daily drop off system to facilitate vulnerable customers cocooning during the pandemic.

Dunraven Arms Hotel

May 2017 – December 2018

Bartender

- Working within a team in a fast-paced award winning hotel, especially in seasonal times such as Christmas is evidence of my adaptability and perseverance within a job.
- Monitored, anticipated and reacted to customer needs to ensure maximum guest satisfaction, and in turn developed strong communication and customer service skills.
- Responsible for counting daily earnings and resetting the till's float during night shifts.
- Upheld a high standard of punctuality and flexibility as starting and finishing hours were often unpredictable.

SKILLS, INTERESTS & ACHIEVEMENTS

- Full driver's license and excellent computer skills including Microsoft Office (Word, Excel, Access, and PowerPoint), and case management systems.
- Member of the Newcastle West Tennis Club, where I have illustrated my ability to work well with others and excel in a team dynamic.
- Awarded a Bronze Gaisce Award for my community involvement with the Foróige's Big Brother Big Sister Programme.
- Keen interest in travel, with time spent travelling throughout Canada and the United States in 2019.

REFERENCES

Available on request.