**David Smith**

Fitzwilliam Rd, Wicklow town, Co. Wicklow

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I am a self motivated law student with good communication, teamwork and public speaking skills who is looking to gain some valuable experience to aid me in the progression of my career.

**Employment Experience:**

**The Mystic Celt, Wicklow town, Co. Wicklow June 2009 – Apr 2013,**

**Jan 2015 - Present**

***Assistant to HR Manager***

**Responsibilities**

* File and organise the company’s invoices.
* In charge of the company’s marketing campaign through social media outlets.
* Update company and employee contracts.

**Achievements**

* Increased my skills in typing, marketing and data entry.
* Enhanced my knowledge of contract law and how to draft employee contracts.

**Mason Hayes & Curran, Barrow St, Dublin 4 June 2013- Aug 2013**

***Legal Assistant***

**Responsibilities**

* Attend Court hearings.
* Draft affidavits, civil bills for possession, appearances and status reports on cases.
* Communicate with clients on case progress.

**Achievements**

* Developed my communication, time-keeping and research skills.
* Learned how to draft affidavits, civil bills for possession and how to use Elite legal business systems.
* Enhanced my knowledge of the Irish legal system.

**William Fry Solicitors, Fitzwilton House, Dublin 2 Jan 2007 – Feb 2007**

***Accounts Assistant***

**Responsibilities**

* Update Accounts Payable and sort and assist Accounts controller with his day to day duties.

**Achievements**

* Gained practical experience in an industry I would like to work in and developed my interpersonal skills.

**Education & Qualifications:**

**2015-2016 LLM in Law DCU, Dublin**

**Grades:** N/A

**2011- 2014 BA Economics, Politics and Law DCU, Dublin**

**Grades:**

**1st Year:** 2nd Class Honours **2nd Year:** 2nd Class Honours

**3rd Year/Final Year:** 2nd Class Honours

**2010-2011 BA International Business and Languages (Chinese) DCU, Dublin**

**Grades:**

**1ST Year:** 2nd Class Honours **Final Grade:** N/A

**2010 Leaving Certificate De La Salle College, Wicklow town**

**Total Points:** 405

**Subjects:** English **(Higher)** B3, French **(Higher)** C2, Geography **(Higher)** D1, Business **(Higher)** C2, Accounting **(Higher)** C1, Economics **(Higher)** C1, Link Modules **(Common)** Distinction, Math’s **(Ordinary)** C1, Irish **(Ordinary)** B3.

**Other Achievements:**

* Winner of Adjudicators award in Public Speaking Competition 2008.
* Reached the final of The Schools Enterprise Competition in 2008.
* Winner of Student of the Year and Academic Student of the Year awards in 2009 and 2010.
* Appointed Wicklow Swimming Club Men’s Captain in 2015 & 2016.
* Appointed as LLM Research Co-Ordinator.

**Interests and Hobbies:**

* Member of Wicklow Swimming Club and Swim Ireland.
* Member of Wicklow Golf Club & Wicklow Martial Arts.

**Referees:**

Tom Hickey, Judith Riordan,

*Programme Chair - LLM in Law, Partner*

*DCU, Mason Hayes & Curran*

Glasnevin, Dublin 9, Barrow Street, Dublin 4,

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