**Elaine Marum**

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# **Education**

**Law Society**(Present)- All 8 FE’1 completed. Seeking a training contract.

**LL.M in International Financial Law** (2012-2013)- Kings College London (KCL).

Subjects: Law of International Finance, Transnational Comparative Commercial and Financial Law, Regulation of the Conduct of Mergers and Acquisitions, Commercial Banking Law, Dissertation on the Exigencies of the Modern Investment Securities System.

Degree: **2.1 average**.

**B.C.L. degree ‘Law and Society’** (2009-2012)- Dublin City University (DCU):

Degree: **2.1 average**. Class rank: 3rd on average including highest overall in second year.

**Leaving Certificate** (2003-2009)- Presentation Secondary School, Kilkenny. All honours subjects.

**Employment Experience/ Key Responsibilities**

**Courts Service of Ireland, Dublin 7** (November 2016- Present) **Legal Researcher**

* Researcher assigned to a High Court judge. Performs specialised research for the Chancery division of the High Court. Takes a detailed note of court proceedings each day. Summarises case facts, pleadings and oral submissions.
* Provide judgment synopses and case notes when required by the judge. Proof read judgments prior to delivery checking citations and the law. Keep a schedule of reserved judgments.
* Should another assistant be absent I assist other judges with court going duties.

**Department of Finance, Dublin 2** (January 2016-November 2016) **Archivist**

* Ensures historic departmental files are suitable to be transferred to the National Archives as per the 30 year rule.
* Other responsibilities include drafting policy documents for files withheld from the public domain, assisting with discovery of e-mails for pending litigations and providing cross cover for the registry section should they be short-staffed.

**Paris Texas Bar & Restaurant, Kilkenny** (December 2013- December 2016) **Server**

* Customer orientated and service driven. Dealt with large bookings and complaints.
* Knowledgeable and accommodating of food allergies and specific requirements. Awareness of product taste profiles and ingredients. Familiarity with craft beers, food pairings and drink mixes.

**B&K Accounting, Kilkenny** (October -December 2013)  **Assistant**

* Proficient in bookkeeping principles and accountancy software. Continuously interacted with clients, banking account clerks and Revenue commissioners.
* Apportioned client's expenses to appropriate accounts and reconciled data entries with bank statements, utilizing accuracy and I.T. skills daily.

**Office of the Revenue Commissioners, Kilkenny** (June 2012- August 2012) **Clerical Officer**

* Recorded daily counter and postal income for the Kilkenny tax office. Knowledgeable in tax and answered customer queries.
* Resourcefully tracked customers’ addresses and telephone numbers for correspondence purposes. Exercised utmost confidentiality in relation to every customer.

###### **Legal and Financial Achievements**

**FLAC:** Founding member of DCU Free Legal Advice Centre.

Chairperson of the DCU Free Legal Advice Centre.

Aided FLAC research in the area of civil legal aid.

Organised DCU ‘Know Your Rights’ week.

**Public** Advocated on behalf of Ireland at the Irish Famine Tribunal in Fordham University

**Speaking:** Law School in New York in April 2013.

 Secretary of, the DCU Moot Court Committee.

Represented Ireland in the European Regional Finals of the International Air and Space Law Association (IASLA) Moot Court Competition. Awarded best memorial submission and ranked third overall in Europe.

Grade 8 Public Speaking- Royal Irish Academy- distinction.

**Micro** Undertook a micro-finance development project in the central region of Ghana.

**Finance:** The mission of the project was to create a co-ordinated system on growth that would benefit a rural community.

**Family** Aided in the delivery of a FETAC accredited Family Law course in the

**Law:** Ballymun Community Law Centre.

**Additional information**

Occupational first aider, fire warden, ballet dancer

**References available on request.**