**Curriculum Vitae**

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| Name:  | Emer Bennett | Date of Birth: | 1st August, 1994 |
| Address:  | 3 Summerhill, Stradbally Rd., | Telephone: | 086 0587509 |
|  | Portlaoise, Co. Laois, R32 YT0K  | E-mail:  | emer-benn@hotmail.com |

**Education**

* 2007-2013: Scoil Chriost Ri, Portlaoise, Co. Laois.
* 2013-2017: University College Dublin. Graduated with a **2.1 BCL** degree (Law with Social Justice).
* 2017-2018: Queens University Belfast. Graduated with **Distinction in the LLM** degree (Human Rights and Criminal Justice).
* 2020: Received **Distinction** in two courses from **Pitman Training’s Legal Secretary Diploma**: ‘Civil Litigation in Ireland’ and ‘Conveyancing Law in Ireland.’
* Passed the **eight** **FE1** examinations for entry into Blackhall Place.

**Career**

*Legal Work*

1. **May 2018: *Michael J. Staines and Company Solicitors, Dublin***

*I was employed as a legal intern. During this time I gained hands on experience while working on a variety of tasks. Such as:*

* Editing, amending and transferring case files into the firm’s new, digital archival system.
* Removing and destroying the physical files of any case on the digital system.
* Preparing new client case files in line with house style and filing them accordingly.
* Note-taking during barrister/client and solicitor/client consultations.
* Accompanying the solicitors on prison visits.
* Taking attendance on conference calls where required.
* Delivering correspondence to Counsel, law firms and clients.
* Providing general administrative support.
1. **January – May 2018: *O’Muirigh Solicitors, Belfast***

*I worked on a part-time basis with O’Muirigh Solicitors as a paralegal. In the course of my assigned tasks I became very familiar with:*

* Extensive legal research relating to reports from the Historical Enquiries Team (HET).
* Presenting my findings in a written report to the relevant solicitors.
* Liaising with the relevant state agencies in relation to requests for documentation.
* Various administrative duties:
1. Preparing case files.
2. Drafting, editing and amending documents in line with house style.
3. Maintaining accurate electronic and hard copy files.
4. Providing general secretarial support to fee-earners.
5. Managing and archiving various contracts and legal briefs.
6. **July 2016 - August 2016: *J.P. Fitzpatrick & Company Solicitors, Portlaoise***

*As an undergraduate student I gained much hands on experience in relation to:*

* Providing general administrative support to fee-earners.
* Reviewing, editing and drafting legal documents in line with house style.
* Maintaining accurate electronic and hard copy files.
* Billing and collections, liaising with clients.
* Photocopying, faxing and scanning of documents and correspondence.
* Booking meetings and diary management.
* Cross referencing legal aid payment receipts with relevant cases in District and Circuit

Courts.

*Non-legal Work*

**1) November - January 2019: *Argos, Portlaoise***

I was employed as a sales associate on a fixed term contract while studying for my FE1 examinations.

**2) June - September 2017, September 2018 - July 2019: *Intersport Elverys, Portlaoise***

I was a sports associate, senior cashier and ‘Footwear Expert’. I worked there prior to commencing my Master’s degree and again while studying for my FE1 examinations.

**3) June 2014, 2016, 2017 and 2018: *Scoil Chriost Rí, Secondary School, Portlaoise***

Throughout my academic studiesI have acted as a supervisor, reader and scribe in State exams for students in Special Examination Centers.

**Achievements and Interests**

* **Volunteer:** I have volunteered with the St. Vincent de Paul organisation from the age of seventeen. Regularly taking part in relief efforts for the homeless, organising Christmas donations and have volunteered in the local shop in my hometown. In 2016 I took part in a coordinated relief effort between the organisations ‘Agape’ and ‘L'Auberge de Migrants’ to travel to ‘The Jungle’ in Calais, France, to support and contribute in the relief efforts for the inhabitants of the refugee camp.
* **Gaisce:** Recipient of the Bronze, Silver and Gold ‘Gaisce Awards’ for demonstrating the core values of the President’s Award: Excellence, Inclusion, Respect and Empowerment.
* **Football:** I have played Gaelic Football with my local team ‘Park Ratheniska’ from the age of nine. I have captained teams on several occasions and assisted with the training of younger age groups.

**Referees**

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| Ms Aoife CorridanMichael J. Staines & Co. Solicitors,Lincoln House,Lincoln Lane,Smithfield,Dublin, D07 Y75PTel: 01 8731366 |  Mr Padraig O’Muirigh, Solicitor, O’Muirigh Solicitors, 24-26 Springfield Rd., Belfast, Co. Antrim, BT12 7AGTel: +44 28 9023 0222 |