

Emer Wilkie
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EDUCATION

Fe-1 Examinations Law Society of Ireland	2016-2017
Awarded pass of Company, Criminal, Contract, Property, Equity & Tort. Awaiting results for Constitutional & EU	
Bachelor of Laws, LL.B. NUI Galway	2015-2016
Awarded 1 st class honours (1.1), Graduated 3 rd in class	
Bachelor of Arts, B.A. in Legal & Socio-Political Studies NUI Galway	2012-2015
Awarded 2 nd class 1 st honours (2.1), Graduated 8 th in class	
Leaving Certificate Loreto Convent Letterkenny	2006-2012

EMPLOYMENT

Legal Assistant | Tom O'Regan & Co., Solicitors **Sept 2016-Present**

Summary: Extensive experience in many aspects of general practice. Responsibility for management and progression of case files with little instruction from Principal Solicitor. Litigation experience in all Courts and have acquired good knowledge of civil procedure.

Role:

- Writing correspondence, meeting clients and experts, drafting attendances and memorandums
- Drafting, stamping and filing pleadings and legal documents
- Organizing voluminous case files, preparing briefs, compiling and preparing discovery
- Legal research with a particular emphasis on court rules and surrounding legal areas
- Briefing and attending counsel at motions and trial
- Preparation for trial to include managing witness attendances, setting up paperwork in the court room, organising exhibits for counsel
- Successfully maintaining a professional attitude in high-pressure situations while balancing various different types of cases and dealing with short notice deadlines

Areas of experience: Commercial & Civil Litigation, Commercial Transactions, Personal Injuries, Probate, Conveyancing, Debt Recovery & General Office Administration

Legal Intern | Kemple Gormley Solicitors **July-Sept 2016**

Summary: Successfully assisted three Solicitors with daily tasks in a busy general practice firm.

Role:

- Managed three Solicitors diaries to include scheduling appointments, court dates and deadlines
- Followed dictaphone instructions, drafted legal documents and correspondence
- Administrative to include answering phone and e-mail queries, logging phone messages, creating and issuing invoices, scanning and filing post to include e-filing, responsibility for postal duties, court stamping and filing of pleadings

Areas of experience: Conveyancing, Debt Recovery & General Office Administration

Legal Research Intern | The Office of the DPP of Ireland **Jan-April 2016**

Summary: Chosen to represent NUI Galway through NUI Galway's Clinical Placement Module to undertake this position. Interned one day a week for ten weeks. Performance in this role was assessed by way of personal reflection essay and by Supervisor's report, awarded first class honours.

Role:

- Conducted an independent research study on homicide cases based on Fennelly Commission Research
- Progressed and searched through voluminous case files, books of evidence and through e-filing systems to compile evidence and analyse relevance of evidence to report
- Drew inferences from relevant evidence and illustrated factual conclusions in my report
- Conducted relevant legal academic research
- Attended and observed homicide trials at the Central Criminal Court

Sales Associate | TK Maxx Galway**Sept 2013- Sept 2016**

Summary: Maintained and excelled in this role part-time whilst studying full-time in NUI Galway and full-time during academic vacations. Developed excellent multi-tasking, interpersonal and work ethic skills from this role.

Role:

- Ensured excellent levels of customer service while I managed multiple daily duties to include progressing sales and returns, maintenance of the store floor, merchandising the store layout, progressing and flowing delivery
- Reached sales and customer service targets on a monthly basis
- Assisted in training of new staff

Cabana Waitress | The Dunes Club, Rhode Island, USA**May-Aug 2013**

Summary: Awarded the opportunity to participate in this elite private beach club by way of a J1 visa programme.

Role:

- Ensured excellent customer service and member interactions in delivering food and beverages to 30 cabanas
- Responsibility for the management of cabanas to include opening and locking cabanas and maintaining the appearance of the cabana area at the highest standard
- Participated in evening formal events to include assisting setting up the ball room for events, managing and serving food and drinks to multiple tables, ensuring formal dining rules are adhered to and excellent customer service is provided at all times

SKILLS

- IT – Proficient in Microsoft Office applications, high level of computer software skills, typing speed 75 wpm. Experience user of legal database systems in practice to include Documatics, Opsis, CASEbase
- Research – Experienced case law and precedent researcher developed through preparation of cases for trial in employment and familiar user of justis, lexisnexis and westlaw gained from academic research assignments
- Communication – Desirable interpersonal skills gained initially from employment in TK Maxx where I gained extensive experience talking with customers and resolving customer problems. Professional communicational skills and etiquette developed from employment in Tom O'Regan & Co., whilst participating in client, witness and counsel consultations in addition to experience communicating daily via telephone and e-mails.
- Multi-tasking – Completed two full-time degrees whilst maintaining a part-time job on both week days and weekends was challenging but nonetheless, I managed to maintain a high standard of competency in both areas and have resultingly built a strong stamina to working under pressure and have excelled at prioritising work-load

INTERESTS

- Private academic tutor in various core modules to NUI Galway law students 2015-2017
- Active member of NUI Galway's FLAC Society 2015-2016, attended various committee meetings and FLAC consultation sessions.
- Fund-raising volunteer with Galway Rape Crisis Centre and awarded Certificate in Education & Prevention 2015
- Fund/awareness-raising volunteer with Enable Ireland and participated through various events throughout 2013-2016 with TK Maxx to include climbing Croagh Patrick, completing 10k mud run challenge, indoor cycling events, bag-packing at local grocery stores
- Personal interests include strength training (attend local gym on average 4 times a week) and travelling (visited many Eastern American cities throughout J1 visa in 2013 and have visited several European cities in past 2 years)

REFERENCES

Mr. Tom O'Regan
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