Emma Reade

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# *Professional Summary*

I am currently a fourth year LLB student at Maynooth University. I am particularly interested in family law, in which I achieved a 2:1. However, I plan to explore more legal areas to further develop my knowledge. I have gained transferable skills from my work experience that will be useful when faced with new opportunities.

# *Education*

I have completed 29 law modules including an entrepreneurship elective which taught me to be more creative and imaginative in my business ideas. I have also achieved a 1:1 in Dispute Resolution Skills and Processes which demonstrates my passion for the subject.

## Experience

**Societies**

During my time at Maynooth University, I have been an active member of the Law Society. They have organized multiple talks and gave us the opportunity to talk to many lawyers and workers, giving us an idea of ​​what our work would involve in the coming year.

**Work experience**

**Team Leader** July 2021 – November 2022

*Five Guys*

* During my time at Five Guys, I was responsible for daily operations including food preparation and cleanliness to ensure the restaurant ran smoothly.
* I oversaw opening and closing procedures.
* I implemented task delegation to enhance service quality.
* I also learned what it meant to be in control or in charge of a team which I thoroughly enjoyed. I therefore have achieved leadership skills and management skills.

**Team Leader**  November 2022 – January 2024

*The Body Shop*

* I monitored and achieved sales targets that contributed to the overall performance of the store.
* I used creative ideas to exceed sales goals, such as hosting small events like offering free gifts to customers after a purchase, enticing them to come back and this proved to be quite successful.
* Led store operations, such as cash handling and secure closing procedures.
* I also had to deal with the effects of this store closing, which meant we were all made redundant. This taught me a great deal about the steps that are involved when this happens and how to deal with it.

**Sales Assistant**  February 2024 - Present

Gala

* I ensure that age-restrictions are observed in the sale of cigarettes, e-cigarettes, and lottery products.
* I improve customer service by keeping the store clean and tidy.
* I sort out deliveries and shelves so that they are clean.

# *Certificates*

**Leo Cussen, Family Law Internship on Forage – February 2023**

* I researched the area of Family Law and learned how to interview someone.
* I sharpened my communication skills.
* I advised a client on a Children’s Recovery Order.

**Chartered Institution of Arbitrators and Careers in Arbitration, Alternative Dispute Resolution Job Simulation – October 2023**

* I learned how to draft a dispute resolution clause to reflect commercial objectives.
* I advised a party on dispute resolution options.
* I prepared a list of procedural and substantive issues that arise during a dispute.

**Ashurst Law Apprenticeships on Forage – April 2024**

* I spotted red flags during due diligence in Corporate M&A.
* I developed a client presentation on regulatory updates in Banking & Finance.
* I registered land security with Real Estate.
* I proofread a draft letter before a claim with dispute resolution.