

Emma Boylan

Address: 1 Rathdown Park, Terenure, Dublin 6w
Linkedin: ie.linkedin.com/in/eboylan1

Email: eboylan@tcd.ie
Mobile: 0851312880

Education

<u>2015-2016</u>	Postgraduate Diploma in Law, Dublin Institute of Technology
Results to date:	First Class Honours in Core Legal Skills and Contract assignments
Subjects Taken:	Contract Law, Property Law, Equity, Law of Tort, Constitutional Law, and Core Legal Skills.
<u>2011-2015</u>	BA History and English Literature, Trinity College Dublin
Result:	1.1
Dissertation:	British Travel Books about Greece, 1815-1865
Achievements:	Recipient of TCD Non-Foundation Scholarship 2013 Entrance Exhibitioner, 2011
<u>2013-2014</u>	Study Abroad Year in University of North Carolina at Chapel Hill
<u>2005-2011</u>	Loreto College St. Stephens Green, Dublin Leaving Certificate: History (A1), English (A1), Biology (A1), Music (A1), Chemistry (A1), Spanish (A2), Maths (B1), Irish (O) (A2)

Work Experience

Freelance Editor and Proofreader with Upwork, November – January 2016

- Proofread documents and articles, on a freelance basis, to improve grammar, spelling, and stylistic issues
- Completed edits and delivered feedback in a timely and personable manner
- My profile: <http://tinyurl.com/z493s5z>

General Floor Staff, Omniplex Cinema Rathmines, August – October 2015

- Operated tills, sold tickets and concessions in a busy work environment, and performed screen checks
- Gave out information regarded show times and Live Opera tickets, and provided excellent customer service

Deputy TV Editor at Tn2 Magazine, 2014-2015

- Contributed and coordinated feature ideas for both print and online content and attended monthly editorial pitching meetings
- Wrote feature articles, reviews and calendar pieces
- Proofread and edited content prior to publication

Internship with Dr. T. Leinbaugh at the University of North Carolina, Chapel Hill, January – May 2014

- Investigated whether scholastic articles about Old English were available online on sites such as JSTOR. If not, I digitized paper articles into PDFs to include OCR

- Used social media, and the UNC Alumni Association to find the contact details of Dr. Leinbaugh's graduates

Skills

Teamwork

- At Tn2, we held pitching meetings with other section editors and the head editors to outline our ideas, hear and provide feedback, and finalise content. This ensured the magazine's quality and coherence of style.
- While interning with Dr. Leinbaugh, I worked with another intern to research the university's computer resources, and we exchanged information to speed up the task. Likewise when trying to track down alumni, we divided the list appropriately and shared approaches if one of us ran into difficulty.
- At Rathmines Omniplex certain shifts could be extremely busy, which necessitated being closely coordinated with other staff members to ensure a smooth running of the cinema.

Organisation

- As deputy TV editor at Tn2 Magazine, I aided the section editor in ensuring that features, reviews and calendar pieces were appropriately assigned, organised, and edited in time for print and online deadlines.
- With a client on Upwork, I set up a template for editing estimates, and confirmed what kind of editing and feedback were necessary for different types of articles.
- While on the Senior Hockey Committee in Loreto College, I coordinated with hockey coaches to ensure that attendance, training/match times, and locations were confirmed.

Communication

- At Rathmines Omniplex, I interacted with customers and frequently provided information about screenings as well as distributing tickets.
- At Tn2, I actively approached agents and leads for interviews which might yield potential features.
- While in the United States at UNC Chapel Hill, I engaged with people from diverse backgrounds and learned how to adapt to an unfamiliar environment.
- I volunteered at the Trinity Literary Society's Freshers' Week Stall to help recruit members and outline the purpose of the society to new and returning students.

Awards and Achievements

3rd place in the Social and Behavioural Sciences Category, Junior Group for a project entitled, 'How accurate is eyewitness testimony?' at the BT Young Scientist 2007.

Attended the Centre for Talented Youth Ireland. Completed courses in Social Psychology and Criminology, 2009-2010.

2nd Place in the Prichard Cup Competition, Newpark Music Festival 2013

1st place Piano Open Advanced category, Arklow Music Festival 2012

Interests

- **Piano:** I attend weekly lessons and I am preparing for a Performance Diploma exam in summer 2016. I received a Senior Certificate with distinction from the Royal Irish Academy in 2013.
- **Knitting:** I enjoy crafting different projects and find it to be a great creative outlet

Referees

Dr. Stephen Carruthers
Contract Law Professor
Dublin Institute of Technology
Email: stephen.carruthers@dit.ie

Dr. Robert Armstrong
Dissertation Supervisor and Head of
History Department
Trinity College Dublin
Email: armstrrm@tcd.ie