**Name:** Emma Duffy **Address:** Erris Street, Crossmolina, Co. Mayo

**Phone:** 087 6238418 **E-mail:** emmamaryduffy@outlook.com

**Education**

**2013- September 2014 University of Limerick, Castletroy, Co. Limerick**

Masters of Law LLM General (International Commercial Law and Human Rights in Criminal Justice)

**2009-2013 University of Limerick, Castletroy, Co. Limerick**

Bachelor of Laws LLB Law Plus (Psychology)

**2003- 2009 Jesus & Mary Secondary School**, **Gortnor Abbey,** **Crossmolina, Co.Mayo**

Achievement: 435 points in the Leaving Certificate- 6 Honours

**Relevant Employment:**

**January 2015- Present**

**Anthony Joyce & Co. Solicitors, 30-31 Francis Street, Dublin 8**

**Role:** Legal Assistant ( Litigation Dept.)

* Meeting new and existing clients and taking minutes at meetings with clients
* Completing documents for the Personal Injuries Board
* Drafting Notice of Motions, Personal Injuries Summons and Affidavits
* Stamping and lodging documents in the Circuit Court and Central Office
* Attending Courts and Settlement Meetings
* Drafting and binding briefs for Counsel, Accountants and Engineers
* Researching and writing articles for the company website

**June 2011- July 2011**

**Westchester County Attorney’s Office, 148 Martine Ave, White Plains, New York 10601.**

**Role:** Summer Intern (Litigation Dept.)

* Primarily researching Case Law for Jury Trial Assisting the Attorneys in any part of their preparation for Jury Trial including taking notes during trials
* Assigned to one large litigation case where I had to research vast amounts of medical records looking for any discrepancies
* Assisting the preparation of our Expert Witnesses for Jury Trial
* Researching and drawing up Pertinent Jury Instructions
* Assigned a large task directly by Deputy County Attorney- I had to cross reference pay roll files from the County Prison records with regards to overtime, comparing them against the Prison Officers own records to find where discrepancies arose.
* I presented my figures and problems to the Deputy County Attorney and the Union representing the Prison Officers

**September 2011 – January 2012**

**Paul O’Malley&Co Solicitors, Market Square, Castlebar, Co. Mayo**

**Role:** Co-op Placement

* Assisting Solicitors in Land Law, Probate, Litigation and Medical Negligence cases
* Drafting Wills
* Corresponding with clients and opposing solicitors
* Checking all documentation prior to signing
* Performing Secretarial duties such as filing, typing letters and managing the front

desk

**2004-2009 (Summer Position)**

**Mary Daly Insurances, Erris Street, Crossmolina, Co. Mayo**

**Role:** Assistant Insurance Clerk

* Filing and administration needs of the firm
* Preparation of accounts and payroll to Insurance Companies
* Dealing with client’s Insurance queries, policies and accidents
* Full responsibility for the day to day running of the Office for two weeks each Summer

**Other Employment:**

**February 2014 to May 2014**

**University of Limerick Disability Services, Castletroy, Co. Limerick**

**Role:** Tutor

* Tutoring two students with disabilities Contract and Administrative Law

**December 2013-January 2015**

**Eddie Egan Jewellers, Ellison Street, Castlebar, Co. Mayo**

**Role:** Sales Assistant

* Advising customers on a range of jewellery products
* Arranging window displays
* Dealing with cash, orders and stock control

**Interests and Achievements:**

* Certificate of Appreciation from Westchester County Executive Robert Astorino for

contribution to the Westchester County Attorney’s Office June and July 2011

* First Class Honours Grades 1-10 and Certificate in Speech and Drama
* First Class Honours Grades 1-10 and Certificate in Public Speaking
* Winner of three All- Ireland Basketball Titles, Schools 2006(Most Valuable Player 2006), Division 1 2009 and Colleges 2012
* Crossmolina Ladies G.A.A player of the year 2006
* Marketing Manager of Transition Year Mini Company Hoodz ltd All Ireland Finalists
* Keen musician with ability to play the Fiddle, Accordion, Banjo and Tin Whistle

**Summary of Qualifications & Skills:**

* Solid reputation for a strong work ethic and managing trusting relationships with public, clients and co-workers at all levels- This was recognised on completion of my

intern in Westchester when I received a Certificate of Appreciation

* Exceptional interpersonal and communication skills which was developed through my

First Class Honours in Speech and Drama and Public Speaking

* Highly motivated in the work place and willing to learn new skills- My research skills

improved dramatically from researching medical records

* Effective in managing time- managing part-time work with college
* Competent with computers and numerous software applications including Microsoft Word and Excel.

***Referees on request.***