

# Emma Marry, BCL

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## EDUCATION

**Leaving Certificate –St. Vincent’s Secondary School, Seatown Place, Dundalk**  
*Leaving Certificate 2013, achieved 525 points.*

**2007-2013**

<u>Subject</u>	<u>Level</u>	<u>Grade</u>
Irish	Honours	B2
English	Honours	B1
Mathematics	Honours	B3
Geography	Honours	A1
Home Economics	Honours	A2
Biology	Honours	C1
French	Honours	C1

**University College Dublin –Sutherland School of Law**

**2013-2017**

**Bachelor of Common Law**

Stage One Complete (2H1 Second Class Hons)

**GPA 3.38**

Stage Two Complete (2H1 Second Class Hons)

**GPA 3.10**

Stage Three Complete (2H1 Second Class Hons)

**GPA 3.37**

Expected Final Grade: 1H1 First Class Honours / High 2H1 Second Class Honours Degree.

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## EMPLOYMENT HISTORY

**Sales & Delicatessen Assistant Daybreak, Knockbridge Dundalk**

**June 2013-Present**

- Effectively resolving organizational problems to ensure efficiency.
- Responsible for opening and closing the store & for security within the store, approaching shoplifters and detecting fraudulent credit cards etc.
- Marketed the store, including designing promotional posters & implemented strategies to encourage upselling of products.
- Initiated merchandising of shop floor and ordering of new products.
- Resolved customer complaints in a calm manner.
- Responsible for cash management- Managed and balancing the till, preparing floats as well as maintaining petty cash records.
- Maintained records of purchase orders and invoice

**Intern for a Hiring Agency**

**Hire Society (Madison Avenue, New York)**

**July 2016**

- Work as an intern for Hire Society sourcing candidates to suit a variety of different jobs, mainly personal assistants, housekeepers, chauffeurs, etc. for high-network clients including Tom Forde, Calvin Klein, DKNY as well as for the private homes of a vast array of New York’s most elite.
- Liaising with colleagues and clients both domestically and with co-workers in other branches in The Hamptons & Palm Beach.
- One-on-one interviews with candidates, both in-office and through skype to assess their suitability for any of the positions available.
- Use of strong technical, articulate, and analytical writing skills to document all work and to communicate with both clients and candidates keeping them informed at all stages.

**Legal Intern**

**Brodigan & Gardiner LLP (Boston, MA)**

**June 2016**

- Work as a legal intern, in the centre of the business district in Boston in a firm which specializes in corporate litigation, family law, real estate, personal injury and construction law.
- Conducting clerical duties such as: data inputting, liaison with clients; general office duties, developing my skills in dealing with business customers, chiefly over the telephone & in working accurately under pressure.
- Re-organising the firm’s filing system, significantly enhancing the ability to find the required information both quickly and effortlessly.
- Having the opportunity to sit in on both civil & criminal cases alongside some of the best attorneys in Boston.
- Given the opportunity to spend several days in the District Attorney’s office, and thus gaining insight into the work

of the prosecutor.

- Assisting the attorneys in whatever way I saw possible; by researching prior legislation, looking for precedents, breaking down the facts of a case at hand, helping to arrange their documents & all of the information and evidence they would need to bring to the courtroom.

#### **Delicatessen Assistant**

**Townparks Services Ltd., Dundalk**

**August 2010- May 2016**

- Trained delicatessen assistant, with completion of Hazard Analysis Critical Control Points (HACCP) food hygiene course.
- Advising & guiding customers on food choices; developing a knowledge of a wide range of products; displaying products and participating in promotions
- Providing a high level of customer service to ensure client satisfaction and smooth running of the delicatessen.
- Responsible for handling customer queries and dealing with complaints quickly and efficiently as to ensure ultimate customer satisfaction.

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### **KEY ACHIEVEMENTS AND INTERESTS**

- Successful completion of ECDL (European Computer Driving Licence) in 2011.
- Successfully chosen for the role of Prefect in my secondary school between September 2012-June 2013, in which I aided other students in resolving both personal and academic issues.
- Gaisce-The president's award, bronze Medal.
- Holder of a full, clean Irish Driving Licence
- Active member of St. Bride's Camoige Club since the age of 6years, showing dedication and ability to effectively work as part of a team.
- Train the u8 and u10 camoige teams at underage level on a weekly basis and help organize games for them, showing my dedication, leadership skills and ability to work as part of a team with the other coaches to help keep a struggling sport alive through focusing on our youth.
- Class captain of my class during my time at St. Vincent's Secondary School, showing my ability to lead and represent my classmates by using all my resources to solve any problems they might be facing.
- Former member of St. Bride's Ladies Football club for 10 years- winning many underage leagues and championships, including several titles as team captain, further showing my ability to work as part of a team but also my capacity to successfully lead a team to victory.
- A keen interest in travelling- spending my two previous summers touring Europe (6 weeks) & America (3months) respectively.
- Languages: a very good level of Irish and a basic level of French.
- An active participant of charity work for many worthy causes since a young age- including the Simon Community, Autism Ireland, Breast Cancer Awareness, Make a Wish Foundation & The Irish Heart Foundation.

### **SKILLS PROFILE**

- **Communication:** I have excellent written and oral communication skills. These results from continued delivery of creative presentations, pitches, and reports under the direction of my tutors throughout my University career. I have concentrated on developing and improving my interpersonal skills while working in a customer services environment. I have excellent people skills and have perfected the art of resolution through past experiences and best practice observation.
- **Leadership:** I have developed my leadership skills through the role of team leader on several college projects, numerous sports commitments and in working environments. This has improved my ability to creatively problem-solve, to self-direct and prioritise, while simultaneously strengthening my planning and analytical skills.
- **Teamwork:** I have enhanced my skills through working closely with teammates in order to achieve group targets, deliver presentations/reports, and to create innovative ideas and solutions. My continued involvement in team sports from a young age has given me a hunger for achieving group goals.
- **Organisation:** I have a very high level of organization skills, which can clearly be seen by my ability to retain good grades, submit all coursework and group projects on time and, also maintain a part-time job throughout my four years in university.

**REFERENCES** - Available on request