

## **Emma Kate Murphy**

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### **EDUCATION**

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**University College Dublin** - *Bachelor of Business and Law* – Class of 2022.

- Final Grade - II.I - GPA – 3.63

*Notable project:* Developed and delivered a comprehensive Market Entry Strategy for an Irish SME to enter the French Food and Grocery Market.

**Holy Child Killiney.**

2012 - 2018

- Leaving cert: 543 points.

*Awards:* Hilary Kelly Hockey Personality award 2017/2018. Sporting Excellence & Most successful Mini Company.

### **Professional Experience**

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**Denis McSweeney Solicitors – Dublin**

*May 2021 – Present*

- Supported the Managing Partner and senior solicitors with the drafting, editing and proof reading of legal documents.
- Developing case information, evidence, and settlement options while supporting solicitor's trial proceedings.
- Maintaining case order by organising files; monitoring calendars; meeting deadlines; documenting actions and inputting this information into the case management software system.
- Prepared concise memos on matters of Law and recently enacted legislation through researching caselaw, statute and common law principles in ongoing cases.
- Contributed to trial proceedings by organising evidence and preparing exhibits, filing legal documents, and raising queries on behalf of the solicitors.
- Attended court and client meetings to provide a comprehensive account of key matters.

### **Commercial work experience**

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**Isla & Co- Bartender & Head Barista – Williamsburg, Brooklyn – New York.**

*May 2022 - September 2022*

- Worked with a small multicultural team on my J1 to develop a new restaurant and build strong reputation.
- Noted for my excellent customer service, which I credit to my interpersonal and communication skills.
- Learned first-hand the differences in the procedures to be complied with when running a food business in the USA compared to Ireland. Such as licensing, planning and legal food safety standards.
- Supported the managers with stock management, ERP and POS systems.

### **Voluntary work**

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**Croquet Association of Ireland**

Carrickmines CCLTC – Glenamuck Road

*June 2020 – June 2021*

- Organised and managed the Golf Croquet Championships of Ireland 2020.
- As a member of the Women in Sports committee, I ran a number of successful events to increase the participation of a younger demographic within the sport.

**St. Vincent de Paul**

- Directly responsible for the collection of Christmas hampers and hospital bags to be donated to local families and hospitals.
- Created a resource plan for the Junior years' funds to maximise the given budget.
- Volunteered in Numerous fundraising campaigns, including their letter writing campaign during Covid-19.

**UCD Student Legal Service**

**Student Legal Convention**

- Acted as speaker liaison for Ireland's largest student-run legal convention. This involved contacting the speakers, answering any queries, and dealing with any problems which arose.
- As a natural networker this experience illustrated the strength of my communication abilities.

## **Enactus UCD**

- Worked in Enactus' international business incubator with members from around the globe, on a start-up 'C-Flood'.
- Developed and presented a proposal of implementable and feasible solutions for challenges the business will face as it launches.
- Enriched my cross cultural - collaboration skills, particularly over a virtual interface.
- Experienced the importance of thinking laterally and holistically by analysing issues from different perspectives to produce a bespoke tailored solution regarding a client's needs.

## **Additional information**

*SKILLS:* ECDL, Microsoft office suite.

*Languages:* Working proficiency in Spanish

*Societies:* Commerce & Economics Society committee, Belfield Strategy Group.

*Certificates:* Matheson & Kennedys Virtual learning experience certificate.

*Achievements:* Gaisce gold medal – U21 Global citizenship programme completed.

## **Hobbies**

- I spend most of my free time playing sports. Although I excelled in athletics, I much preferred team sports and eventually focused on hockey. I currently play hockey with Monkstown hockey club.
- Keeping my team focused and encouraged is a responsibility I thrived with, noted by my captaincy of the Senior 1st hockey team.
- By playing sport at a high level, I have learnt how to respond to high-pressure situations positively. It has taught me to understand the importance and role of motivation at both an individual and group level in delivering excellent results. Moreover, it illustrated the benefits which materialise through a supportive and respectful environment.
- Additionally, I have previously been very involved with Foxrock - Cabinteely Gaelic football club and Avoca hockey club.

## **References:**

Available upon request.