**EMMET FOLENS (BA, MSc., GDL, LPC)**

**23 Coral Building, The Grange, Brewery Road, Stillorgan, Co. Dublin**

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## KEY SKILLS:

* Corporate experience, strong organisational, research, analytical and presentation skills
* Excellent team player, work well on own initiative or as effective team leader or member
* Ability to communicate at all levels. Excellent written and oral skills
* Adaptable, creative and highly motivated
* Flexible approach to working in diverse roles in dynamic and challenging environments
* Task orientated, ability to meet targets and deadlines on a timely and competent manner
* Committed to further training and development.

## EDUCATION

2012 - 13 **Legal Practice Course** (***LPC*)**, BPP Law School, Holborn, London

 *Commendation*

2011 - 12 **Graduate Diploma in Law (GDL**), BPP Law School, Waterloo, London

2008 - 09 **MSc. in Applied.Psychology,** Trinity College Dublin

2004 - 07 **BA Hons (2.1) Psychology,** University College Dublin

2004 **Leaving Certificate:** Blackrock College, Dublin.

 *2 (As); 4 (Bs); 2 (Cs)*

## CONTINUED PROFESSIONAL DEVELOPMENT

2015 **The Law & Business of Film & Television *(Short Course),*** University of Ulster, Derry

 *Distinction (83%)*

## LEGAL EXPERIENCE

2014 - 16 **Minority Development & Advocacy,** Chapel Street, London

 ***Legal Assistant***

Legal Assistant with Immigration & Asylum specialist law firm. Duties include: liaising with clients and experts; interviewing, drafting, and proof-reading of witness statements; case bundle preparation, legal research on issues of immigration, Asylum, and Human Rights law

2014 **Clyde & Co.,** Houndsditch, London

*Apr - Jun* ***Human Resources Administrator -*** Temporary Employment

 Employment law research and presentation, maintain HR database

 Preparation of financial statements using MS Excel. General administration.

2014 **Freshfields Brukhaus Deringer LLP,** Fleet Street, London

*Feb - March* ***Paralegal,***

 Dispute Resolution Paralegal Support Team - Temporary Employment

Extensive training and work with document review and production software and online trial databases. Associate and trainee assistance in witness preparation, trial pack compilation, proof reading; Assisting with Counsel at Chambers.

## LEGAL INTERNSHIPS, VACATION SCHEMES

2015 **Mishcon De Reya,** Holborn, London

July Summer Vacation Scheme

Seated in Residential Real Estate and Corporate Funds Management. Extensive legal research, contract drafting, investigations of title with Land Registry, legal presentation work with Corporate team; simulated client pitch meetings and crisis management talks.

2014 **Clintons,** Drury Lane, London

July Summer Vacation Scheme

Family, Advocacy, Entertainment and Media law research, casework and presentation (in particular, issues pertaining to IP, Licensing, Publishing/Recording Contracts and Privacy Law)

2014 **New Media Law LLP,** Little Portland Street, London

January Legal Intern

Conducted legal research using online databases for points of law, including licensing, patent disputes and digital gaming. Preparation of case bundles

2011 **Cahir O’Higgins & Company Solicitors**, Parkgate Street, Dublin

August Summer Vacation Scheme

Attended daily hearings in the Dublin Criminal Courts of Justice. Liaised with clients before hearings to discuss cases with firm's solicitors. Attended consultations with clients currently in prison services

2011 **Byrne & O'Sullivan Solicitors**,Edenderry, Co. Offaly

June Summer Vacation Scheme

Attended court hearings at the Four Courts (Ireland’s main court house) and the District County Courts. Attended consultations and settlement hearings with solicitors, barristers

## OTHER EMPLOYMENT

2010 The Challenge Network, York Road, London

Jul - Aug **Central Operations Intern**

 Organisation and logistics management;

2007 - 8 St. Vincent’s University Hospital, Dublin

Aug - May **Research Assistant: National Suicide in Ireland Survey**

Recruited and interacted with participating individuals and families;

Development, maintenance, and statistical analysis of Survey database;

2007 UCD Applied Language Centre, Dublin

Apr - Aug **Social & Cultural Program Coordinator**

 Organisation and logistics management; Financial duties

2005 **Allied Irish Bank (AIB) Retail Bank**, Dublin

May - Aug May-Aug Teller

IT SKILLS:Proficient in Microsoft Office; Ringtail, Relativity, and Magnum case databases.

## LEISURE INTERESTS

**BPP** **Waterloo:** Editor/Writer for Arts & Culture Magazine (film section).

**UCD:** Selected for exclusive English & Psychology studies - awarded to top 3-5% of students

 Organised and ran Psychology Society Charity Ball which raised c. €10,000.

**Public Speaking:** Distinction, Royal Irish Academy of Music (Grade 8); Best Speaker Awards

**Music:** Member of London Lawyer’s Chorus;

 Irish National Concert Hall: First chair Trumpet with various Orchestras;

**Sport**: Running, Gym, Brazilian Jiu Jitsu.

**Other**: Intermediate French. Extensive voluntary and fundraising work (in Legal and

Care Sectors).

 Literature and film.

#### REFERENCES UPON REQUEST