**Curriculum Vitae**

**Name:** Emmy Marshall

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 Smithborough,

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**Education**

**Law Society Entrance Examinations**

*March 2015 and October 2015*

FE1 Examinations

I have successfully completed 5/8 of the Law Society Entrance Examinations in Constitutional Law, Criminal Law, European Union Law, Property Law and Equity and Trusts.

**Dublin City University**

*September 2011-May 2014*

BCL (Law and Society):

I graduated with a 2:1 Honours Degree in 2014 and gained First Class Honours in Intellectual Property, Jurisprudence and Administrative Law. I was also a member of the DCU Novice Moot Competition winning team in 2013.

**Monaghan Collegiate School**

*September 2005- June 2011*

I completed my Leaving Certificate in 2011. I studied English, Irish, History, French, Geography and Art at higher level and Mathematics at ordinary Level.

I gained 470 Leaving Certificate points.

**Employment Experience**

**Corrigan & Corrigan Solicitors, 3 St Andrew St, Dublin 2**

*September 2014- Present*

*Legal Secretary/Receptionist*

-Duties include answering the main switch system and transferring calls, responsible for booking meeting rooms, secretarial work for one Solicitor and one Partner, drafting legal documents, operating Partner software and liaising with legal professionals and clients at first instance.

- I have gained extensive experience in the areas of defence litigation, insurance law, probate and conveyancing and I have gained a particular interest in extending my career into commercial law.

-I have developed invaluable communication and organisation skills from this experience in addition to strong exposure to the realities of working in an extremely fast paced legal environment.

**Dublin City University Free Legal Advice Centre**

*September 2012- May 2014*

*Chairperson 2012-2014*

- As Chairperson it was my responsibility to manage legal clinics and team organisation.

- I was a representative at both university and national level in ensuring the successful promotion of FLAC as an independent free legal service for those in the community.

- It was also my responsibility to ensure that professional legal contacts were maintained both through the operation of clinics and community work to enable FLAC progress as a student society.

- I was further responsible for the management of the FLAC office in DCU. My responsibilities included filing confidential client lists, drafting emails, making phone calls to professionals and clients, faxing, scheduling emails, using Westlaw, Justis and Lexis Nexis in research and using social media to promote.

- Achievements: Promoting a legal service within the DCU community successfully and as a result doubling membership within the society for 2013/2014, organising successful guest speaker events, creating and maintaining legal contacts on a national scale.

**Barry Healy and Co. Solicitors, Hillside, Monaghan**

*November 2008 and June 2012-July 2012*

*Legal Intern*

- I completed my internship in a central legal firm specialising in personal injury claims.

- I was responsible for shadowing the solicitors and their colleagues on many tasks including file preparation for the District Court, photocopying, file preparation and researching.

- The internship was an invaluable experience as I developed an insight into the realities of working in a solicitors firm, the diversity of tasks that are managed on a daily basis and also developed key research skills having been assigned my own projects.

**References**

Available upon request.