### **Erika Kingston**

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**Education**

2018-2019 **LL.M, Children’s Rights and Family Law, University College Cork**

2015-2018 **LL.B, Law, Dublin Institute of Technology**

### Overall Degree: II.I |1st Year: II.I |2nd Year: II.I |3rd Year: II.I|

2009-2015 **Leaving Certificate 2015, Bandon Grammar School, Bandon, Co. Cork**

### Points 475 | **Higher Level:** English A1, Geography B2, Ag Science B2, Irish B3, History B3, French C2.

**Legal Experience**

### September 18-Present **Junior Legal Secretary,** Coakley Moloney Solicitors, Cork.

### Assist in daily office tasks, attending the courthouse, filing probates, dictations.

### Finalise and file Claims Notices for the District Court for debt recoveries.

### Prepare Affidavits and Notice of Motions for personal injuries claims.

### Schedule Title Deeds for mortgage cases.

### August 18 **Legal Intern,** Law Offices of David J. Sutton, P.C, Long Island, NY.

### Commercial litigation firm, practicing in ADR, Anti-Trust, Trade Regulations and Appellate Practice. Also practicing in matrimonial and family disputes.

### Exposure to the New York Court’s system, mostly dealing with the Supreme Court.

### Liaised with counsel on case matters, attended Supreme Court Preliminary

### Participated in conference calls with clients on behalf of the firm

### Liaised with opposing counsel in the Supreme Court on commercial matters.

### March 17-May 18 **Legal Assistant,** Paul O’Sullivan & Co Solicitors, Mount Merrion, Dublin.

### Performed secretarial and administrative duties including typing, filing, answering phone calls, and greeting clients, scheduling meetings.

### Substantial exposure to litigation, personal injuries, conveyancing, employment law, immigration issues and wills and probate.

### Drafted affidavits, legal documents, preparing briefs for counsel under the direction of two Solicitors

### Worked directly with Solicitors on cases, and taking minutes of client meetings.

### Managed draft letters to solicitors, clients, injury boards and banks.

### July 17 **Summer Legal Intern,** Fitzsimons Redmond Solicitors, Dublin 2

### Exposed to areas of Commercial Property, Conveyancing, Litigation, Wills & Probate and Family actions.

### Administrative duties, file management and organization.

### Reviewed and edited commercial contracts.

### May–July 2016 **Legal Intern,** Maria O’Donovan & Co, Skibbereen, Co.Cork

### July–August 2016 **Legal Intern,** PJ O’Driscolls Solicitors, Bandon, Co.Cork

### Answered client phone calls, taking messages and enquiries.

### Observed client meetings regarding family cases, taking minutes and memos of each meeting.

### **Additional Experience**

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### June-August 18 **Server,** Pier 81, New York

### Taking orders, dealing with customers from all over the world.

### Busy fast paced luxury cruise boat, serving over 200 people per night.

### Nov 16-May 18 **Counter Assistant,** Phelans Pharmacy, Milltown, Dublin 6.

### Involved in financial transactions, invoices and deliveries.

### Entrusted with opening and closing shop, key handling etc.

### Invoice and delivery administration.

### Responsible for staff training and induction of new staff.

### Deal with customers and confidential queries in a professional manner.

**Achievements and Activities**

### **Roles of Responsibility**

### Class Representative for 1st year law in Dublin Institute of Technology 2015/2016.

### Liaised with my classmates, professors and the Law department.

### Ensured opinions of the class were heard, organised events and legal insight trips.

### Public Relations Officer for DIT Operation Smile Society 2017/2018.

### Charitable society with donations for children with cleft palettes.

### Communicated with fellow committee members, worked as part of a team, as well as taking my own initiative.

### Organised mixer events, bake sales and karaoke nights.

### Organised events and liaised with Law department on behalf of the student body.

### Peer mentor, DIT Law Society 2017/2018. Mentoring incoming first year law students on various academic issues.

### Member of Senior Debating Team, Bandon Grammar School.

### **Volunteering:**

### Suas literacy mentoring programme 2017, mentor in St Mary’s NS, Clontarf.

### Helped primary school children to increase their literary skills each week.

### Apart of UCC Family Law and Child Law Clinics, and UCC Flac society.

### Volunteered in primary schools with special needs children. Aided children with homework, activities, lunch and during play time.

### **Interests**

### **Sport:** Played hockey at a competitive level for DIT and previously in school. Captained junior and senior hockey teams.

### **Travelling:** Have travelled extensively from Europe, Africa and recently the USA. Enjoy meeting new people and cultures.

### **Music/Art:** Tin whistle, piano, violin, painting and writing.