### Erika Kingston

### **Address:** Coolkelure, Dunmanway, Co. Cork.

### **Mobile:** 087 7146103

### **Email:** erikakingston@hotmail.com

### **LinkedIn:** [www.linkedin.com/in/erikalskingston](http://www.linkedin.com/in/erikalskingston)

Objective

### Final year law student in search of a training contract.

Education

2015-2018 **Dublin Institute of Technology, Law (LLB)**

### 1st Year Results: 2.1, 2nd Year Results: 2.1

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

### Leaving Cert 2015 | Points 475

### **Higher:** English A1, Geography B2, Ag Science B2, Irish B3,

### History B3, French C2.

### Junior Cert 2012

### **Higher:** Geography A, Art A, C.S.P.E. A, Irish B, Maths B,

###  History B, Business B, French B, Science C, English C.

Experience

### **Public Relations Officer**

### DIT Operation Smile Society

### 2017-2018

### Promoting and informing members of events and fundraisers by all social media platforms, email and posters, which I design.

### Exposure to IT publishing software.

### Working in team based environment, while also taking own initiative, while also incorporating past experiences to strengthen our goals.

### Having clear communication links with each committee member, by listening and valuing everyone’s opinions and views.

### **Summer Legal Intern**

### Fitzsimons Redmond Solicitors, Dublin 2

### July 2017

### Involved in Commercial Property, Conveyancing, Litigation, Wills & Probate and Family actions.

### Administrative duties, file management and organization

### Reviewing and editing redrafted Commercial Contract.

### **Legal Assistant/Intern**

### Paul O’Sullivan & Co Solicitors, Mount Merrion, Dublin 4.

### March 2017 – Present

### Carrying out 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.

### Editing and redrafting Affidavits under the direction of two Solicitors.

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

### Assist in drafting legal documents.

### Preparing and organising briefs for counsel.

### Managing Draft letters to solicitors, clients, injuries board, banks and other corporations.

### Preparing client invoices.

### Sustaining a high level of confidentiality within the firm.

### **Counter Assistant**

### Phelans Pharmacy, Milltown, Dublin 6.

### November 2016 – Present

### Financial transactions in sales and experience cash handling.

### Responsible for opening and closing shop, key handling etc.

### Invoice and delivery administration.

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

### Dealing with customers and queries with honesty and integrity.

### **Summer Internships 2016**

### May – July 2016

### Maria O’Donovan & Co, Skibbereen, Co.Cork

### Solicitors working in the area of family law.

### Sitting in on client meetings while taking precise notes.

### Meeting and greeting clients and answering client phone calls, taking messages and their enquiries.

### Organising and uploading legal file information.

### **July – August 2016**

### PJ O’Driscolls Solicitors, Bandon, Co.Cork

### Filling, organising and archiving documents, uploading archived files information onto servers.

### Using innovate skills to help creating an online filing system.

### Conducting research for conveyancing and succession matters.

Achievements & Volunteering & Hobbies

### Class Representative for 1st year law in Dublin Institute of Technology 2015/2016, organising events and interacting with Law department on behalf of the student body.

### Captained senior hockey team for two years.

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

### Red Cross Certificate for First Aid Training.

### ECDL Certificate.

### Awarded a prize from my secondary school for my Junior Cert Results in 2012.

### **Volunteering:**

### DIT Student Volunteer Programme: apart of the fundraising team for various local causes throughout the year.

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

### Peer mentoring programme with DIT Law Society 2017/2018, mentoring incoming first year law students on various academic issues.

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

### **Hobbies:**

### **Sport:** Playing hockey at a competitive level for school and now at College.

### I have a huge interest in athletics, training and competing since the age of 8 years old.

### Apart of a local soccer and GAA football team.

### **Dance:** Ranging from traditional chéile and Irish dancing to contemporary style of dance, involved in year round show productions and musicals.

### **Music/Art:** Play tin whistle and piano/ and sketching and painting.

### **Reading:** Ranging from news articles on current affairs to LinkedIn articles, as well as fiction novels.

Skills

### **Teamwork:** I have the ability to work as part of a team or independently, I developed this through sports teams and working with a committee with Operation Smile. I also possess great leadership skills from being captain of a hockey team.

### **Organisation:** I keep track of day to day tasks by writing everything down, thus I have great time management skills and I am always extremely prepared, I do this to keep on top of college, work and life commitments.

### **Problem Solving:** I possess strong analytical skills for problem solving and do so in a resourceful and creative manner, I exercise this skill in my current role as a legal intern in researching various legislative matters to come up with precise and logical answers for client’s case.

### **Detail Orientated:** Paying close attention to every aspect of any task that I have to do, whether that may be a company law assignment for college or preparing briefs for counsels on a weekly basis as an intern.