### Erika Kingston

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Education

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

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

Completed assignments and projects in Company, Employment and Torts.

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.

Experience

### **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.

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

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

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

### **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

### Reviewed and edited commercial contracts.

### **Summer Internships 2016**

### May – July 2016

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

### Meeting and greeting clients and answering client phone calls, taking messages and enquiries, sitting in on client meetings regarding family cases.

### July – August 2016

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

### **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.

### **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.

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.

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

### Red Cross Certificate for First Aid Training.

### ECDL Certificate.

### **Volunteering:**

### 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/ sketching and painting.