### 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**

Experience

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

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

### Finalising and filing Claims Notices for the District Court for debt recoveries

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

### Scheduling Deeds for mortgage cases.

### 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.

### August-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.

### Liaising with counsel on case matters.

### Attending Supreme Court Preliminary

### Conferences on behalf of the firm.

### Filing court documents in the courts.

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

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

### 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.

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

### Involved in 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

### Meeting and greeting clients.

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

### Sitting in on client meetings regarding family cases, taking minutes and memos of each meeting.

### 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, Volunteering & Hobbies

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

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

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

### Red Cross Certificate for First Aid Training.

### IT, ECDL Certificate.

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

### **Volunteering:**

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

### Member of peer mentoring programme, DIT Law Society 2017/2018. Mentor incoming first year law students on various academic issues.

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

### **Hobbies:**

### **Sport:** Play hockey at a competitive level for college and previously in school.

### Huge interest in athletics, training and competing since the age of 8 years old. Involved in 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.

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

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