**Curriculum Vitae**

**Erin Dunleavy**

 **50, The Glen Boden Park,**

 **Rathfarnham**

**Dublin 16**

 **Tel: 0872718705**

**Email:** Erin.Dunleavy@ucdconnect.ie

**PERSONAL PROFILE**

**EDUCATION**

**LLM International Human Rights 2016– 2017**

University College Dublin

**Postgraduate Diploma in Law 2015– 2016**

Dublin Institute of Technology

**English and History 2012– 2015**

University College Dublin

**Leaving Cert 2006 - 2012**

Loreto College St. Stephens Green

**Employment**

**Mason Hayes and Curran, Barrow Street, Grand Canal Dock, Dublin 4 October 2018- present**

* Legal Secretary in the Firms Public Health and Prosecutions Department. The department primarily deals with District Court Childcare proceedings and High Court Special Care cases.
* My Duties include dictating, filing, drafting legal orders and notices and corresponding with clients on behalf of the departments solicitors
* Legal Research on case law and compiling booklets for court proceedings

**Eversheds Sutherland One Earslfort Centre, Earlsfort Terrace, Dublin 2 May 2018- August 2018**

* Legal Intern on secondment in the Residential Tenancies Board working with the Registration Enforcement Team
* Sending out 1st and 2nd legal notices to non compliant landlords
* Dealing with public queries regarding tenancies
* Administrative duties

**Arthur Cox, 10 Earlsfort Terrace, Dublin 2 January 2018-May 2018**

* Paralegal in the firms Portfolio Data Management Unit.
* Performing due diligence on the sale of a loan portfolio for a leading financial institution.
* The role requires a high level of attention to detail and the ability to work efficiently and diligently to reach daily targets.

**Internships**

**Free Legal Advice Centres** 13, Lower Dorset St. Dublin 1

**Legal Research and Policy Intern August 2017- January 2018**

* As a Legal and Policy Research Assistant I regularly draft submissions to relevant stakeholders, in particular the Legal Aid Board and the Department of Social Protection in areas of required Law Reform
* Helpline received calls from the public and was responsible for providing them with free legal information on a range of legal topics including family, housing, employment, contract, social welfare, legal aid, criminal law, immigration and wills & probate
* Developed fast research skills and the ability to communicate the legal principles in a clear, concise manner and in layman's terms. Gained an in-depth knowledge of the NGO sector and was then able to refer people to relevant organisations
* Assistant Event Co-Ordinator for Flac’s annual event of over 300 people. My duties included communicating with stakeholders, preparing invitations and promoting the event
* Representing FLAC at Events on a regular basis

**UCD Sutherland School of Law** UCD, Belfield Dublin 4

**Justice for Magdalene’s and Clann Project Research Assistant January 2017-June 2017**

Conducted research for the Clann Project through the Sutherland School of Law's Human Rights Clinic. My position involved researching & investigating matters regarding Catholic Mother and Baby Homes in Ireland during the 20th century and gathering documentary/archival evidence in order to make a public group report to (1) the Commission of Investigation into Mother and Baby Homes, (2) the Irish Government, and (3) international human rights bodies. The work contributed to Justice for Magdalene’s Research (JFMR) submission to the UNCAT in July 2017 for Ireland's periodic review in collaboration with the International Law Firm Hogan Lovell’s .My particular focus was on collecting archival materials relating to the role the Irish Department of Foreign Affairs had in the forced adoption of 'illegitimate' children from overseas, collating all of the material, organising the information and writing it up to be used as evidence.

**Build A-Bear Workshop, Dundrum Town Centre, Dublin 16 October 2014- February 2018**

* High level of Customer service engagement
* Supervisory Duties
* Hosting Children’s birthday parties

**UCD Career Development Centre May 2015 –July 2015**

* Carrying out a Survey on behalf of the Higher Education Authority of recent graduates
* Data Entry and use of Microsoft Excel and Word
* Working within a team under time pressure

**UCD Research Administrative Assistant October 2012- May 2015**

* Carrying out any administrative duties required by the Head of Research
* Assisted in promoting UCD Research events around campus
* High level of organisation required

**INTERESTS & ACHIEVEMENTS**

* Received a 1st class Honours in my LLM 15,000 word Dissertation
* Class Representative for my History Year from 2012-2013
* Active member of the UCD Students Union and Welfare Crew
* Peer Mentor to incoming first years In UCD 2013-2014
* Member of Consent at UCD 2016-2017
* Contributor to UCD student newspaper The College Tribune and The University Observer
* Member of School Team for Model United Nations Competition 2010-2012
* I enjoy staying informed of local, national and international current affairs

***References***

Liam Thornton, Eilis Barry,

Lecturer and Assistant Professor CEO of FLAC (Free Legal Advice Centres)

UCD Sutherland School of Law,

Belfield Dublin 4

Liam.Thornton@ucd.ie Judy.Walsh