

GEMMA FITZGERALD

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SUMMARY

I am a hardworking, dedicated, and academic student. I have strong communication skills and I enjoy working with people. Being self-employed has given me valuable experiences and has moulded me into a professional and diligent individual. I have a particular interest in Conveyancing and Commercial Property.

EDUCATION

FE-1 Exams, Law Society of Ireland **Present**

Completed one FE-1 Exam (Property) and I plan to complete the examinations within the next two sittings, completed by March 2025.

Dublin City University, LLM **2022 - 2023**

Completed an LLM Master's Program at Dublin City University. I decided to pursue further study at a postgraduate level to accelerate my personal and professional development. My thesis explored the duty of care to patients in relation to informed risks and medical negligence.

Obtained 2:1

National University of Ireland, Maynooth, **2019 to 2022**

Completed a undergraduate degree; joint double major **Law & Business (BCL)** **Obtained 2:1.**

WORK EXPERIENCE

Blake Horrigan Solicitors **June 2022- September 2024**

A sole-practitioner firm located in Usher's Quay, Dublin 8.

I have been in an intern position at Blake Horrigan Solicitors. This role has accelerated my practical knowledge and experience in a professional legal environment.

- Shadowed both a solicitor and the trainee solicitor and gained an insight into their day-to-day duties and what the role of a solicitor entails.
- Completed numerous projects relating to research of case law and formatting Briefs for Counsel and Booklets of Pleadings independently and with colleagues.
- Actively participated in dictation of correspondence and preparation of legal documents.
- Attended the Courts of Ireland including the Criminal Courts and Four Courts on a regular basis with Counsel and took attendance notes.
- I adapted quickly to the new work environments and the use of legal technological frameworks, i.e. CourtBase.
- Monitored emails, answered phone calls from clients, and noted important details of their message to forward to the solicitor.
- Attended Court Offices and stamped and filed documents.

Baking By Gemma

July 2020 - Present

An independent home-baking business.

Baking By Gemma is a small independent home baking business which has shaped my professional experience in pursuing clients, establishing supply chains and developing key communication skills whilst developing my commercial awareness.

- I am a self-taught cake baker and decorator, specialising in custom cakes for several occasions including weddings.
- I work in a fast-paced environment whilst maintaining contact with my clients as well as meeting strict deadlines.
- I independently control all customer service, taking orders, scheduling cake consultations, and meeting unique client needs.
- Other activities of responsibility include cake deliveries, business finances and meeting the HSA guidelines.

SKILLS AND ABILITIES

- *Languages:* I have a proficient understand of both French and Irish.
- *Charity Work:* I volunteer with the local Foróige group; I supervise a youth club in my local town as part of their volunteer programme. I volunteer alongside Prosper Fingal which aids in the organisation of activities for those with special needs.
- *St. Vincent De Paul Committee:* I currently sit on a committee that aids in the organisation of charity events such as Christmas Annual Appeal for Hamper making with the local secondary school donated to those in need.
- *Marketing:* I have a proficient use of Adobe Photoshop and Adobe Creative Cloud to create content for social media purposes and commercial use.

REFERENCES

References available upon request.