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# Experience

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| **November 2022- Present****Senior legal researcher (administrative officer), An garda síochána** I am assigned to the Legal Section of the Garda Crime Legal division. In my role I conduct legal research in order to review and answer queries submitted to the office by various stations and divisions of An Garda Síochána. I would also brief independent counsel when issue were better dealt with outside of the internal legal advice and conduct peer review on the work produced by other legal researchers. I am the lead on monitoring upcoming legislation in order to assess the effect it may have on Garda operational areas. I also hold managerial responsibilities such as managing leave, performance reviews and disciplinary matters **May 2022 – November 2022**Investigative Officer**, the financial Services and pensions ombudsman** In this role I was responsible for the investigation stage of the complaints process against financial services and pension providers. I was required to maintain an independent eye and assess all documents coming from both the complainants and the service providers in order to determine what the relevant issues were. I was require to maintain an eye for detail in order to identify the relevant details to ground a complaint. I would then draft inquiries and furnish them to the provider in order for them to state their position and further demonstrate their compliance with various regulations and statutes. I would then consolidate the file in a legible manner in order to pass the matter on to the adjudication stage for an assessment to be made by the ombudsman. **September 2019 – April 2022**Judicial Assistant, **The Courts Service** I was active in both Courtroom management, administrative duties, research and proofing. I assisted Judges at all levels of the courts. I had a responsibility for assisting in research for cases in all areas of the law and the drafting and proofing of legal judgments. I worked as a conduit of information to organize effect administration of case lists through liaising with the parties to the litigation, the judges and other members of the Courts Service Staff. |
| **May 2018 – September 2018, May 2019 – September 2019**Counter Clerk, **An Post** I worked on the counters of The GPO, Phibsborough and Dún Laoghaire post office as summer staff. I received valuable retail experience performing various activities such as selling & recording postage, managing the balance of my cash drawer, dealing with the customers and being able to work alongside the other counter clerks when difficulties arose. I was able to quickly adapt to be moved around to different post offices week to week. **July 2013, 2014, 2015, 2016**Child Supervisor, **St. Paul’s Special School** In my role I would get involved in helping children with special needs, mainly autism, in more physical activities. I would have to be extremely alert in these situations and ensure that there was proper supervision of all of the children while respecting the feelings of independence that the school sought to foster |

# Education

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| May 2019Law and Society BCL, **Dublin City University** I graduated from Dublin City University in 2019 with a 2:1 Degree in the Law and Society BCL course. In the course of this I learned the various syllabus for the subjects which I studied but more importantly I learned how to properly structure and pursue research aims, how to properly construct an opinion and various presentation skills. |
| June 2016Leaving Certificate, **Gaelcholáiste Reachrann** I received my education through the Irish Language and managed to achieve 490 points in my final exam having taken the exams in Irish(B1), English(C1), French(C1), Geography(B1), History(B3), Physics(D3) and Maths.(B2) I took the honours level exam for each subject. |

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| * I have a good ability to carry out research in a procedural manner to find answers to various questions. * I am able to organize a group of people through both my courtroom and childminding experience. | * I am good at maintaining deadlines and ensuring I do not fall behind on any projects. * I have experience in maintaining confidential information through both my time in the Courts and volunteering with FLAC. |

# Activities

In my time in DCU I was a member of the Free Legal Advice Centres (FLAC) society for all of my three years there and in my final year I was the Secretary of the society. In that role I organized the rooms for any talks that were organized, compose the emails that informed all of the members of upcoming events and to take minutes of any of the meetings. I was also a volunteer at a few clinics organized by the society in which a qualified lawyer would provide confidential advice to students who brought their legal issues to us. In my role as secretary I was also a member of the DCU volunteer working group and helped organize a showcase of the volunteer societies in the college, co-operation between the various volunteer societies and a fundraiser for a local homelessness charity.

I am also a trained lifeguard with a certificate in first aid and CPR. In this training I showed my capabilities as a strong swimmer and it has given me capabilities to act rationally in a crisis. My personal hobbies are reading and cooking. I will read almost any book and try to cultivate a wide knowledge base through this. As for cooking I take great satisfaction in mastering a recipe and then being able to experiment with different methods in order to improve the recipe to my own specifications.

# References

# Title: Number: Email:

Superintendent Michael McNamara 086 828 1369 Michael.j.mcnamara@garda.ie

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Her Honour Judge Mary Morrissey 087 861 0999 [MaryMorrissey@Judiciary.ie](mailto:MaryMorrissey@Judiciary.ie)

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