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# Experience

| **november 2022- Present****Senior legal researcher (administrative officer), An garda síochána** I was assigned to the Legal Section of the Garda Crime Legal division. I would in my role conduct legal research in order to review and answer queries submitted to the office by various sections 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 was the lead on monitoring upcoming legislation in order to assess the effect it may have on Garda operational areas. I was also in a managerial roles approving leave and registering sick days and conducting employee assessments when on probation. **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 the documents coming from both the complainants and the service providers in order to determine what the relevant issues were. 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 pas the matter on to the adjudication stage for an assessment to be made by the ombudsman. September 2019 – April 2022Judicial Assistant, **The Courts Service** In my role I was active in both Courtroom management, administrative duties, research and proofing. I assisted Judges in both the Superior Courts and Circuit Court of Ireland. I had a responsibility for assisting in Judges in research as to the case law and proper application of law and in the drafting and proofing of judgments. I also helped ensure Court cases were properly heard by managing the parties in difficult circumstances such as socially distanced courtrooms. I also completed research projects into both Irish and European Law. |
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| May 2018 – September 2018, May 2019 – September 2019Counter 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, 2016Child Supervisor, **St. Paul’s Special School** In my role I would get involved in helping children with special needs ,mainly severe autism, in more physical activities. I had to keep track of up to eight children not much younger then myself in places such as a petting farm, a Jumpzone and one location where we were harnessed up and did an obstacle course in trees. I would have to be extremely alert in these situations and ensure that I would not allow any of them to wander to far from proper supervision while also trying to respect the feelings of independence that the school sought to foster |

# Education

| 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 and also how to properly construct an opinion. |
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| 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, English, French, Geography, History, Physics and Maths. I took the honours level exam for each subject. |

| * 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 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 |
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# 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 as it was part of the course.

# References

# Title: Number: Email:

Ms. Justice Bronagh O’Hanlon 087 260 9861 BronaghO’Hanlon@judiciary.ie

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

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