**Laura Schouten**

63 Drumnigh Wood, Portmarnock, Dublin.

Telephone: +353 (087) 312 7588

Email: laura.schouten95@gmail.com

**Qualifications**

**2017 – 2018** FE1 Candidate (Current)

**2014 – 2017** Dublin City University, Ireland

* Bachelor of Civil Law (L8 NFQ)

1.1 (First Class Honours Degree) - Graduated November 2017

**2008-2014** Tanglin Trust School, Singapore

* 2014: A Level Qualification (Leaving Certificate Equivalent)

**Career**

**Byrne Wallace, Dublin (July 2018)**

***Placement – Employment Law***

Byrne Wallace is one of Ireland’s leading commercial law firms. During my placement in the employment law practice area, I was required to undertake the following duties:

* Support trainees, solicitors, associates and partners in legal research.
* I was required to utilise a range of online legal search engines including Hein online, Westlaw and legal island.
* Draft legal documentation and assist in the preparation of presentations for partners of the firm.
* Take attendance at court and WRC hearings. I was also required to compile attendance notes for associates and partners of the firm.
* Administrative duties: photocopying, scanning and compiling booklets for use in court.
* Assist partners in preparing articles for the firm's web page.

**PM Group, Dublin (August 2015)**

***Legal Intern***

PM Group is a world-leading project delivery company. PM Group provides project management services, facility and process design and construction management services across a range of sectors throughout Europe, Asia and the US.

As a legal intern, I worked within a close team of solicitors on corporate legal transactions for multinational projects. My duties included:

* Attending consultations with clients.
* Reviewing and drafting contractual agreements with clients, primarily in the area of intellectual property.
* Responding to legal enquiries from employees and directors of PM Group and preparing briefs for directors.

**Plunkett Kirwan & Co Solicitors, Dublin (July 2014)**

***Legal Intern***

Plunkett Kirwan & Co Solicitors is a private practice offering legal services across a range of practice areas. As a legal intern, I worked closely with a partner of the firm on a range of legal transaction, primarily in the areas of family law, property law, personal injury and wills. My duties included:

* Supporting solicitors and partners in legal research.
* Reviewing legal transactions and providing feedback to solicitors and partners of the firm.
* Administrative duties: organising legal documentation and processing information using IT systems.
* During my internship, I worked closely on a personal injuries case. I attended client meetings and conducted thorough legal research in this area.

**Voluntary Experience**

**SUAS Literacy Mentor:**

The SUAS literacy support programme aims to provide children in disadvantaged schools with one-on-one literacy mentoring. As a literacy mentor, I was required to carry out the following duties:

* Attend training sessions designed to enable me to assist children in improving their literacy ability and respond appropriately when particular issues arose.
* Travel to a school on a weekly basis to mentor students through paired reading and writing exercises.
* Identify areas of particular difficulty and assign weekly tasks to improve literacy.

**Caring for Cambodia Fundraiser and Mentor:**

I became involved with the organisation ‘Caring for Cambodia’ after conducting research into the widespread political instability in Cambodia and its effect on the provision of education to vulnerable members of society. I worked within a team of students to organise fundraising activities to finance the building of a school in Cambodia. I travelled to Siem Reap in Cambodia and worked with fellow fundraisers to lay the foundations of a school. I also had a unique opportunity to mentor students in local schools in Cambodia.

**IT Skills**

* I am confident operating Microsoft Office applications – Word, Excel, Powerpoint.
* Familiar with Google Docs applications.
* Experience using internal document management systems.
* Experience accessing and searching online legal databases to complete legal research and assignments. These include Westlaw, Wiley, HeinOnline, Justis, Lexis Library.
* Familiar with OSCOLA referencing.

**Interests & Hobbies**

* DCU Law Society, Women’s Rugby Society, Yoga Society.

**Additional Information**

* FE1 Exams: I sat three FE1 examinations (Tort/Criminal/Equity) in October 2018. I am awaiting the results of these examinations.
* Garda Vetted (required for SUAS).
* Full, clean Irish driving licence.
* Fully entitled to work in the ROI/EU.

**References**

**Academic Reference:**

Dr Aisling De Paor (Former Lecturer, DCU).

* Email: aisling.depaor@dcu.ie.
* Phone: 01 700 6471.

**Employment Reference**

Caoive Collins (Supervising Solicitor, PM Group).

* Email: [caoive.collins@pmgroup-global.com](mailto:caoive.collins@pmgroup-global.com).
* Phone: 01 404 0700.

Brian Kirwan (Supervising Partner, Plunkett Kirwan & Co Solicitors).

* Email: brian@plunkettkirwan.ie.