**Laura Schouten**

63 Drumnigh Wood, Portmarnock, Dublin

Telephone: +353 (087) 312 7588

Email: laura.a.schouten@gmail.com

**Qualifications**

**2018 – 2019** 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 fee earners and partners in legal research.
* I was required to utilise a range of online legal search engines including Hein online, Westlaw and Justis in completing legal research tasks.
* Draft legal documentation and assist in the preparation of presentations for partners of the firm.
* Attend client meetings.
* 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 and WRC hearings.
* Assist partners in preparing articles for the firm's web page.

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

 ***In-House 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. I was required to undertake the following duties:

* Attend client meetings.
* Review and draft contractual agreements with clients, primarily in the area of Intellectual Property Law.
* Respond to legal queries from employees and directors of PM Group.
* Prepare briefs for directors.

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

***Legal Intern***

Plunkett Kirwan & Co Solicitors is a private practice that offers 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 transactions, primarily in the areas of Family Law, Property Law, personal injury and wills. I was required to undertake the following duties:

* Support solicitors and partners in legal research.
* Review legal transactions and provide feedback to solicitors and partners of the firm.
* Administrative duties: organise legal documentation and process information using IT systems.
* Attend client meetings.
* 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 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 students to lay the foundations of a school. I was afforded the unique opportunity to mentor students in local schools in Cambodia.

**IT Skills**

* Experience operating Microsoft Office applications – Word, Excel, Powerpoint.
* Familiar with Google Docs applications.
* Experience using internal document and case management systems (PM Group, Byrne Wallace).
* Experience accessing and searching online legal databases to complete legal research tasks. These include Westlaw, Wiley, Hein Online, Justis, Lexis Library.
* Familiar with OSCOLA referencing.

**Interests & Hobbies**

* DCU Law Society, Women’s Rugby Society, Yoga Society.
* Travel: After graduating from DCU in November 2017, I travelled throughout Southeast Asia, Europe and the USA before completing a placement in Byrne Wallace.

**Additional Information**

* FE1 Examinations: I am currently preparing to sit four FE1 examinations in the upcoming sitting (March 2019).
* 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.
* Phone: 01 404 0700.

Additional references available upon request.