**LAUREN J. BURKE**

+353 87 408 7219 lburke2@tcd.ie

Apt 2, 7 Schoolhouse Lane E, Dublin 2, D02 DC78

**EDUCATION**

**Trinity College Dublin,** September 2022 – June 2023

**LLM (Laws), 1.1 with Distinction**

**Newcastle University,** September 2019 – June 2022

**LLB (Law), 2.1**

**EMPLOYMENT HISTORY**

**LEGAL EXPERIENCE**

**Legal Analyst, Competition and Consumer Protection Commission,** August 2023 – present

* Working in Digital, European, and International Unit
* Preparing for the implementation of the Digital Services Act - involves liaising with the Media Commission, European Commission, and Department of Enterprise, Trade, & Employment, drafting a cooperation agreement with the Media Commission, and ensuring the CCPC is granted sufficient competence to enforce the DSA
* Participating in online and in-store inspections of traders
* Building and maintaining positive relationships with Member States in the CPC and P2B network

**Legal Secretary at Martin & Grove Solicitors, Dublin,** February 2023 – present

* General administrative duties including office diary management; answering incoming calls and directing as appropriate; filing and scanning documents
* Communicating with clients, counsel, Court Service, and relevant Government Departments
* Carrying out research as assigned by the fee earners
* Reviewing legal documentation for quality, consistency, and content
* Preparation and filing of court documents in the High Court and Court of Appeal including Books of Pleadings and Books of Evidence
* Initial drafting, preparation, and filing of divorce documents (including Family Law Civil Bill; Section 6 Certificate; Affidavit of Means; Affidavit of Welfare) in the Family Law Circuit Court
* Preparation of applications including for citizenship; non-EEA family reunification; revocation of deportation orders
* Utilising case management software, FilePro Maker and Arken

**Student Volunteer at LegaCare, Newcastle upon Tyne,** October 2021 – March 2022

* Collating appropriate questionnaires and necessary materials to take to the meetings with clients
* Researching legal issues identified by the solicitor
* Assisting on a variety of legal issues, including employment, mortgage, pensions, and matrimonial/relationship matters
* Drafting terms of engagement, attendance notes, letters to clients and third parties, wills, Lasting Powers of Attorneys, and probate applications

**Planning Appeal Volunteer, Newcastle upon Tyne,** October 2021 – November 2021

* Supervised by Joe Thomas, barrister at Landmark Chambers
* Drafting proofs of evidence
* Scrutinising transport surveys to unpick the appellant’s assessments for the cross-examination strategy

**COMMERCIAL EXPERIENCE**

**Sales Associate at Tommy Hilfiger in Arnotts, Dublin,** September 2022 – May 2023

* Generating maximum sales potential through in-depth product knowledge and successful link selling skills
* Building a repeat customer base through excellent service
* Creating a memorable customer experience, whilst ensuring the standard of the shop floor is maintained

**Conferencing Assistant at Uppingham School, Uppingham,** July 2022 – August 2022

* Assisting the Commercial Director with day-to-day operation management of all commercial activities taking place during the school holidays
* Ensuring the boarding houses are prepared and ready for the arrival of each lettings group
* Liaising with various staff and visitors – including the accounts, cleaning services, maintenance, and catering departments – to maintain efficient operation of the programme of courses
* Building and maintaining excellent relations with both external clients and school staff

**Sales Consultant (Womenswear) at Next, Newcastle upon Tyne,** February 2022 – July 2022

* Providing excellent customer service, helping customers to find products
* Managing stock levels by utilising my attention to detail skills to maintain accuracy and optimal stock levels
* Handling all cash and card transactions, including issuing refunds promptly and effective

**VOLUNTARY EXPERIENCE**

**Peer Mentor with Newcastle Law School, Newcastle upon Tyne,** June 2020 – June 2021

* Planning sessions for a group of first year law students
* Facilitating discussions where I draw on my own experiences of studying law at university to support my mentees and increase their confidence

**Secretary to the Cheese and Wine Society, Newcastle upon Tyne,** May 2020 – June 2022

* Ensuring that the administration of the Society is maintained
* Handling all Society communication – from sending out a weekly update email to liaising with outside bodies via telephone, email, and letter
* Providing secretarial support to the Committee
* Executed all social media strategy, increasing Facebook and Instagram following by 30%

**FURTHER ACTIVITIES AND INTERESTS**

* Senior Mock Trial at Trinity College (September 2022)
* DRS Client Negotiation Workshop (completed March 2022)
* Commercial Negotiation at Trinity College (November 2022)

**SKILLS**

* UK full driving license
* Effective user of all Microsoft programmes

**REFERENCES**

Available upon request.