CURRICULUM VITAE

**Name:** Lisa Fitzsimons

**Address:** 216 Glasnevin Avenue Dublin 11

**Career Objective:** To work in the Legal Profession

**Date of Birth:** 10/11/1998

**Email:** lisafitzsimons123@gmail.com

**Mobile:** 0871441962

**Educational Qualifications:**

I havecompleted the Leaving Certificate Examination in 2016 at St. Mary’s Holy Faith Secondary School, Glasnevin, Dublin 11. At the moment, I am a second year studying Law in Griffith College, South Circular Road, Merchants Quay, Dublin 8.

**Work Experience:**

For the past five months, in addition to attending college, I have gained retail experience by maintaining a part time job at Jump Juice Bar in Jervis Street Shopping Centre. My role involves food preparation, managing the cash flow and restocking as well as customer service. I have also completed a HACCP training course in food safety and hygiene.

I have had considerable experience in two different legal offices. Firstly, in July 2017 I worked in the Medical Negligence Unit of the Legal Aid Board. My tasks included filing, drafting change of solicitor letters, solicitor’s file notes, compiling index for counsel, attending case conferences and shadowing solicitors in their meetings with clients.

I found this experience very helpful in encouraging me to pursue a law career because I got to see the dynamic of a legal office and gained excellent insight into the wide variety of different things a solicitor must prepare prior to a case going to trial. This aided me in seeing that I really do want to have a career in the law sector as I was able to picture myself carrying out this job in the future.

Furthermore, in the Refugee Documentation Centre of the Montague Court Law Centre, I employed my research skills to process Refugee Country of Origin Information Queries which were then sent on to solicitors to assist them in constructing their client’s cases. I also completed a training seminar on how to conduct online legal research, with an emphasis on Human Rights and those with refugee status.

This gave me invaluable experience as I got to engage in correspondence with actual solicitors about real cases that they were dealing with. It helped me develop my skill set also as I worked as a part of a team in preparing the reports to be sent to people in the legal profession about refugee status in their client's country.

**Additional Skills:**

I achieved a first class honour in the Introduction to Information Technology module I completed in my First Year at Griffith College Dublin. There was a large focus on typing, Microsoft Word, Excel and the Oscola and Zotero referencing systems. According to the online program, I can type up to fifty words per minute.

I am fluent in English, and as reflected my Leaving Certificate results, I am proficient in Irish, French, and I have skills in Japanese, particularly written.

**Hobbies and Interests**

I enjoy doing Volunteer work in my spare time, most recently I volunteered at the Knights of Columbanus Homeless Day Dinner in the RDS. I helped organize the three courses of the dinner and plated up the meal to over five hundred people including children and their families. I was interviewed by the RTE News Team about my role and that evening they aired a segment in which I discussed the issue of homelessness in Ireland. I am proud of this because I was given the opportunity to shed light on such a pivotal problem in our country today on a national platform.

Over the past five years I have participated in and helped organize the St. Brigid’s Annual Horticultural Show which involved taking entries, organizing the raffle, working on presenting displays of flowers and assisting the adjudicators in the judging process.

As I am very interested in all aspects of the law, in October 2017, I represented my college in the DCU National Moot Court Competition which took place in the Criminal Court of Justice. I dealt with a range of tort topics over the course of the event including Psychiatric Injury and Employer’s Liability. I got the opportunity to act as both a barrister and a solicitor in a mock-trial situation judged by members of the Bar Council. The whole experience was highly enjoyable and beneficial, which I hope to do again this year.