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 six 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.

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.

**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 have leadership experience as I was both Captain of my class and a Sixth Year Prefect when I was in Secondary School. My role involved interacting with fellow students regarding any issues and concerns they had, and liaising this to the relevant teachers and form tutors. I also was chosen to be a Faith Leader in my school as part of the Ember Program. This involved using my organisational skills to plan school events such as carol services and graduation ceremonies.

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.