**Lisa Fitzsimons**

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 **0871441962**

# Career Profile

*Recent LLB Graduate with a 2:1 Degree (65%), with Legal Assistant and Researcher Experience, currently seeking to further her career in the Legal Profession. Has passed the eight FE1 Examinations, and is currently a Judicial Assistant in the Court of Appeal, and enrolled in an online LLM Program.*

# Key Skills

* Legal Research Skills – construction of various reports, updates, newsletters, casenotes and memoranda in different legal settings and completion of legal research seminars including report writing.
* Communication Skills – experience in giving presentations to large groups, dealing with clients over the telephone and other remote mediums.
* Information Technology Skills – proficient Microsoft Word, Excel, CLIO, Zotero, Kylant user as well as many bespoke internal databases and systems, and the ability to type upward of seventy words per minute.
* Team working Skills – ability to work collaboratively, to promote productivity and efficiency, as well as individually.

# Education History

2003 – 2011 Primary School Education St Brigid’s GNS Glasnevin

2011 – 2016 Secondary School Education St Mary’s HFC Glasnevin

2016 – 2019 LLB (Honours) in Irish Law Griffith College Dublin

2019 – 2020 Passing the FE1 Examinations The Law Society of Ireland

2020 – 2021 LLM Dublin City University

# Career History & Work Experience

### July 2017 - Researcher - Work Experience in the Refugee Documentation Centre

* Processing Refugee Country of Origin Information Queries which were then sent on to solicitors to assist them in constructing their client’s cases
* Completion of a training seminar on how to conduct online legal research, with an emphasis on Human Rights and those with refugee status.

### August 2017 – January 2020 - Supervisor - Employed by Jump Juice Jervis Shopping Centre

* General duties such as food preparation, managing cash flow, cleaning and customer service.
* Responsibility for cash input and output including morning float and banking duties.
* Completion of a HAACP Training Course in Food Hygiene and Safety.

September 2018 – June 2019 – Caseworker – The Irish Innocence Project

* Working on cases on behalf of people who have been convicted who allege a miscarriage of justice has been committed against them.
* Assessing any new or newly discovered evidence under the Criminal Procedure Act 1993 and pursuing the application for a miscarriage or pardon if the situation so required.
* Conducting legal research, such as a comparative of the law pertaining to legal rights of an accused person before, during and after trial across various Common Law jurisdictions.

### March 2019 – April 2019 – Legal Assistant - Employed by McGrath McGrane Solicitors

* Filing, letter writing, ensuring the incoming and outgoing post was processed correctly.
* Compiling legal research and case briefs.
* Answering the telephones and communicating with clients and answering their queries.
* Being familiar with issues relating to Citizenship and Immigration as well as Tort matters.

April 2020 – September 2020 – Judicial Researcher in the Courts’ Service

* Liaising directly with judges from all Courts regarding queries on a variety of legal issues.
* Compiling and circulating legal material of interest on a monthly basis for the Judicial Newsletter.
* Working collaboratively within a team to conduct research on broader areas of developing Law.
* Composing research on a variety of legal topics which formed the basis of articles published in the Irish Judicial Studies Journal.

September 2020 – Present – Judicial Assistant to Hon. Ms. Justice Pilkington in the Court of Appeal

* Court responsibilities, including; ensuring the judge has all relevant information at hand, conducting research, document proofing, accompanying the judge to court and setting up the bench accordingly and assisting with the management of the judge’s official documentation.
* Administrative duties, such as organising and maintaining the judge’s court diary as required and managing the judge’s chambers as requested.
* General duties such as assisting the judge in all official duties, conducting research and proofreading.

# Achievements and Awards

One of my biggest achievements to date was being selected to be an intern in Judges’ chambers across the Common Law Courts of Philadelphia, Pennsylvania in the Summer of 2018. I was chosen to represent the Brehon Law Society; of which I was Chairperson of at my College for the Academic Year 2018 - 2019. My role as an intern involved completing case briefs, attending conferences and witnessing trials and preliminary hearings in Federal, State and Family Courts. I also completed a training workshop in the Blank Rome law firm as part of the internship, where I learned about intellectual property and how to identify trademarks.

A notable achievement of mine was that I received a Customer Service Award while working in retail part-time, for gaining 100% approval rating from a customer, chosen at random, who cited the service I gave as "positive, efficient and enthusiastic", which "could not be improved upon in any way" at that time. I believe I provide a customer-orientated experience and cater to their preferences, which translates into the client-based approach that I will adopt throughout my Legal career.

In 2016 I received the Gold Pope John Paul II Award for my outstanding work in my parish as well as community work with the Saint Vincent De Paul that I undertook over the course of one academic year.

I have also recently completed the Bright Network’s Commercial Law Internship Experience, remotely in July 2020. This involved attending a wide range of workshops, including topics such as legal drafting, the anatomy of a transaction and how to conduct legal and business research, as well as an exhibition called “Alumni Office Hours” where members of leading Law firms discussed their experiences and answered questions. I also worked on a practical work sample which gave an insight into the everyday tasks and advices given by commercial lawyers.

# Hobbies & Interests

* I am currently a member of the Law Society, and was the Chairperson of the Brehon Law Society at my College. My role involved the organisation of meetings and events such as in-house debates and mooting competitions. I attended talks given by an array of people from the Legal Profession, including former judges. I found these events to be very informative and educational as well as beneficial to me as part of my studies and my interest in Law.
* In 2018 and 2019, 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.
* I am a member of the Judicial Assistant Courts' Service Book Club which meet monthly.
* Each year I volunteer at the Knights of Columbanus Homeless Day Dinner in the RDS where I served food and assisted in organization of goody bags and interacting with the guests.

# References

* My references, both Academic and Professional, are available on request.