**Lisa Fitzsimons**

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**Career Profile**

*LLB Graduate with a 2:1 Degree (65%), with Legal Assistant and Researcher Experience, currently seeking a Traineeship. Has passed the eight FE1 Examinations on first-attempt, and has court-attending expertise as a former Judicial Assistant in the Court of Appeal, as well as in the High and Circuit Courts. Has completed an online LLM Program at Dublin City University (2:1 grade predicted). Current role is that of a Legal Researcher in the Legal Services Support Unit of the Department of Justice at Administrative Officer Grade.*

**Key Skills**

* Legal Research Skills – construction of various reports, updates, newsletters, case-notes 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 Office user as well as many bespoke internal databases and systems, for example CLIO, Kylant and Zotero.
* Team working Skills – ability to work collaboratively, to promote productivity and efficiency, as well as individually.

**Career History – Most Recent First**

September 2021 – Present – Legal Researcher in Legal Services Support Unit, Department of Justice

* Conducting research into different legal areas involved in Immigration and answering queries sent from the Irish Naturalisation and Immigration Service, “INIS”.

September 2020 – September 2021 – 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.

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.

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.

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

* Working 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 has person before, during and after trial across various Common Law jurisdictions.

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.

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.

**Other Achievements**

Completion of the Bright Network’s Commercial Law Internship Experience 2020

* I remotely 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 exhibitions.
* I completed a practical work sample which gave an insight into the everyday tasks and advices given by commercial lawyers, particularly in the area of alternative dispute resolution.

Judicial Internship in the Courts of Pennsylvania

* I was selected to be an intern in Judges’ chambers across the Common Law Courts of Philadelphia, Pennsylvania in the Summer of 2018, on behalf of the Brehon Law Society Griffith College Division.
* My role involved completing case briefs, attending conferences and witnessing trials and preliminary hearings in Federal, State and Family Courts.

Retail Customer Service Award

* I gained an 100% approval rating from a customer, chosen at random, when working in retail.
* The service I gave was described as "positive, efficient and enthusiastic", which "could not be improved upon in any way" at that time.
* I have transferred this customer-orientated focus to my Legal career in the form of a client-based approach.

Outside Interests

* In recent years, I represented my college in the DCU National Moot Court Competition which took place in the Criminal Court of Justice.
* 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.

References

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

**Appendix of Past Examination Results**

**Junior Certificate - 2014**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level** | **Grade** |
| English | Higher | A |
| History | Higher | A |
| Geography | Higher | A |
| Science | Higher | A |
| Religion | Higher | A |
| Civil, Social, Political Education (CSPE) | Common Level | A |
| Irish | Higher | B |
| Maths | Higher | B |
| French | Higher | B |
| Business Studies | Higher | B |

**Leaving Certificate – 2016**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level** | **Grade** |
| History | Higher | A2 |
| Irish | Higher | B3 |
| French | Higher | C1 |
| English | Higher | C2 |
| Japanese | Higher | C3 |
| Biology | Higher | C3 |
| Maths | Ordinary | A1 |

**LLB (Honours) in Irish Law at Griffith College Dublin – Level 8, Year 1 (2016 – 2017)**

|  |  |
| --- | --- |
| **Subject** | **Result** |
| Introduction to Information Technology | 83% (1:1) |
| Contract Law | 66% (2:1) |
| Tort Law | 60% (2:1) |
| Criminal Law | 55% (2:2) |
| **Grade Percentage Average:** | **62% (2:1)** |

 **LLB (Honours) in Irish Law at Griffith College Dublin – Level 8, Year 2 (2017 – 2018)**

|  |  |
| --- | --- |
| **Subject**  | **Result** |
| Employment Law | 74% (1:1) |
| Evidence Law | 69% (2:1) |
| Constitutional Law | 64% (2:1) |
| Administrative Law | 64% (2:1) |
| Company Law | 62% (2:1) |
| Land Law | 61% (2:1) |
| **Grade Percentage Average:** | **64% (2:1)** |

**LLB (Honours) in Irish Law at Griffith College Dublin – Level 8, Year 3, (2018 – 2019)**

|  |  |
| --- | --- |
| Subject | Result |
| Revenue Law | 71% (1:1) |
| Law of the European Union | 68% (2:1) |
| Miscarriages of Justice | 66% (2:1) |
| Jurisprudence | 66% (2:1) |
| Equity and Trusts | 60% (2:1) |
| **Grade Percentage Average:** | **65% (2:1)** |

**Final Examinations Part 1 “FE1” Results – (2019 – 2020)**

|  |  |  |
| --- | --- | --- |
| Subject | Date & Number of Attempts | Grade |
| Company Law | Oct. 2019 – passed 1st time | 51% |
| Constitutional Law | Oct. 2019 – passed 1st time | 59% |
| Equity Law | Oct. 2019 – passed 1st time | 54% |
| Land Law | March 2020 – passed 1st time | 64% |
| Criminal Law | March 2020 – passed 1st time | 65% |
| Contract Law | March 2020 – passed 1st time | 51% |
| Tort Law | August 2020 – passed 1st time | 52% |
| Law of the European Law | August 2020 – passed 1st time | 54% |

**LLM (Honours) at Dublin City University – Level 9 (2020 – 2021)**

|  |  |
| --- | --- |
| **Subject** | **Grade** |
| Legal & Socio-Legal Research Skills | 65% |
| EU Institutional Law | 64% |
| European Employment Law | 65% |
| European & International Human Rights Law | 62% |
| Medical Law & Bio-ethics | 64% |
| Dissertation on Psychiatric Injury Law | Results pending |