

# Mark Smith

## HOME ADDRESS

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## CONTACT DETAILS

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## OBJECTIVE

Keen to source a challenging role in a dynamic legal intern role which will offer early responsibilities, a progressive career path and the opportunity to maximize my potential.

## EDUCATION

2019 – Present *National University of Ireland Maynooth; LLB Bachelor of Laws*

### Subjects include

- Banking & Financial Law
- Whistleblowing Law & Practice
- Education & the Law
- A Research Project regarding Family Law
- Public Health Law & Policy
- Contemporary Issues in Medicine & the Law

2018 – 2019 *National University of Ireland Maynooth; LLB Bachelor of Laws; (Average 2.1)*

### Subjects include

- Equity & Trusts
- Dispute & Resolution
- Land
- Jurisprudence 1 & 2
- Company
- Employment
- Family

2017 - 2018 *National University of Ireland Maynooth, LLB; (Average 2.1)*

### Subjects Include

- International Law
- Criminal Law II
- Moot Court
- Administrative Law
- Innovation in Professional Practice
- American Systems
- EU Law
- Constitutional Law II
- Evidence

2016 – 2017 *NUIM, Bachelor of Arts; in Business and Law (Average 2:1)*

### Subjects Include

- Accounting
- Contract Law
- Microeconomics
- Constitutional Law
- Intro to Law I & II
- Organisational Behaviour & Management
- Law of Torts
- Legal Research I & II
- Criminal Law
- Consumer Research & Marketing

2011 – 2016 *St Mac Dara's Community College, Templeogue, Dublin 6W*  
Leaving Certificate (390 points)

**WORK EXPERIENCE  
(LEGAL)**

August 2019

**Building and Allied Trades' Union, Dublin 7**

Working at BATU allowed me to understand what a Trade Union is. In what a basic day of a Trade Union Official looks like. I got to assist with submissions to the Workplace Relations Commission and I had the opportunity to gain real-world insights into how the law relates to trade unions. I also got to understand how the role of General Data Protection Regulations fit into trade unions and how a Trade Union Official must comply with them.

My work experience here was very insightful and allowed me to gain valuable insight into the working world and how the law relates to it.

July 2018

**Arthur McLean Solicitors, Dublin 2**

During my internship at Arthur McLean, I participated in various activities such as filing, creating books of authorities, searching case law and assisting by any means necessary to the partners of Arthur McLean. I also researched case law in many aspects such as family, employment and corporate law. I got to be involved in the preparing for cases and see them through, which involved attending the Four Courts, the Work Relations Commission, and the Family Courts. My experience working at Arthur McLean was very rewarding and very worthwhile. I participated in many aspects of the law and really enjoyed the experience.

**WORK EXPERIENCE  
(OTHER)**

April 2019 – Present

**Ladbrokes Coral Group, The Kestrel, Walkinstown, Dublin 12**

Currently I am a Cash Manager here. In this role I partake in many duties such as cash handling, handling customer queries and complaints, complying with Head Office regulations and the managing of the store. The role is very challenging and gives great insight in how necessary customer service and interpersonal skills are. I develop my skills on a day-to-day basis here as I am constantly learning from the role.

Oct 2018 – April 2019

**Trespas Tallaght, The Square Shopping Centre, Dublin 24**

While working in Trespas, I achieved many developmental skills. This includes tasks of paperwork including the writing up of refunds, exchanges and daily reports. I have developed a skill in merchandising in that I reorganised the different sections within the store to keep up with current trends. I also have expanded my customer service approach and have exceeded in my sale targets including my items per transaction targets. Trespas has developed my skills greatly. I extended my approach to the role of a customer as assessing their needs and fulfilling them as best as I possibly can.

Sept 2017 – Oct 2018

**Homestore & More, Tallaght, Co. Dublin**

Working at Homestore & More, I had many duties such as till operations, in taking sales, doing returns and exchanges and applying excellent customer service. As Homestore main goal is customer service I developed those skills well in assessing the customer's needs and fulfilling them as best I could. I also have done pricing, dressing displays and refurbishment of stock while also handling deliveries. I have developed many skills since working here such as my selling ability, attention to detail and furthered my knowledge of till operations.

## SKILLS

### Computer Skills

I have extensive knowledge of Microsoft Word, Excel and PowerPoint. I use email and the internet regularly and developed my administrative work through my work experience.

### Organizational Skills

Time management skills gained through projects and course work and prioritizing tasks to meet deadlines. I also have enhanced my organizational skills through balancing my college work and my part-time job.

### Communication and Interpersonal Skills

Excellent team working skills gained through my years in scouting, group projects, employment and extracurricular activities.

### Customer Service Skills

Through my years of working I have developed a keen outlook to customer service. I have developed the skill greatly in understanding the customer or clients' needs and fulfilling as best I can.

### Analytical and Logical Reasoning

From my studying at Maynooth University, I have developed logical thinking, organisation, and problem-solving abilities. I have done this through reviewing complex written documents, drawing inferences, and making connections among legal authorities.

### Teamwork

Through my years in scouting I have developed a skill for collaborating with others to reach a common goal. This has allowed me to develop my teamwork skills and learn from others to achieve a common goal.

## INTERESTS

- I've been a part of 158<sup>th</sup> Castleview scouts since 2003, which has shown me how to work as part of a team. It has been a great experience and I have learned many useful and valuable skills. It has allowed me to become very outgoing.
- I have participated in working for various charities such as the Irish Heart Foundation and Our Lady's Children's Hospital.
- I am a member of the Law, ELSA and Enactus societies within Maynooth University. Here I have met terrific people which have developed my character greatly. While also expanding my knowledge of mooted competitions and legal litigation.
- I am also highly interested in the current affairs of the commercial side of Ireland and how the world around us may effect or diminish the commercial role in Ireland.

## ACHIEVEMENTS

- I am a student ambassador for Maynooth University
- I am currently a member of the Chartered Institute of Arbitrators
- School Art Merit Award
- I have been a Venture Representative for the Leinster Province in Scouting
- First Place Scouting Shield Competition, I was the Patrol Leader of my team

**REFERENCES**

Colm Hickey  
Arthur McLean Solicitors  
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Brendan Sullivan  
Building & Allied Trades' Union  
830 1911, 830 1280  
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