

# MARK SMITH

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## CONTACT DETAILS

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mark-smith18

## HOME ADDRESS

6 Hughes Road South  
Walkinstown  
Dublin 12

## SKILLS

Legal Research  
Communication  
Attention to Detail  
Teamwork  
Strong work ethic  
Organisational and  
Time Management  
Proficient in  
Microsoft Office and  
legal databases

## SUMMARY

Highly motivated Maynooth University graduate with a 2.1 in the Bachelor of Laws - LL.B. degree, undertaking the Children's Rights and Family Law master programme at UCC. Currently, pursuing the FE1 examinations and have completed the criminal law portion so far. Keen to source an educational and dynamic legal position.

## EDUCATION

2021-2023 - LL.M Children's Rights and Family Law;  
*University College Cork*  
2016-2020 - LL.B Bachelor of Laws; Second Class Honours Grade I  
*National University of Ireland Maynooth*  
2011-2016 - Leaving Certificate; 400 points

## LEGAL EXPERIENCE

### **Intern, Building and Allied Trades' Union, Dublin 7 - August 2019**

Working at BATU allowed me to understand how a trade union functions. In what a basic day of a Trade Union Official looks like. It provided me the opportunity to learn about the administrative functions within the public sector.

*Key Duties:*

- Recording and monitoring office expenses and raising invoices.
- Assisting with applications to the Work Relations Commission.
- Meeting and greeting clients.
- Advising workers on their rights and on alternative methods of dispute resolution.

### **Legal Intern, Arthur McLean Solicitors, Dublin 2 - July 2018**

Working as an intern at this busy city centre law firm provided me with experience within their areas of expertise which involve family, employment and corporate affairs. Here I was responsible for a number of legal, technical and administrative tasks, including preparing books of authorities, researching case law and assisting by any means necessary to the partners of Arthur McLean.

*Key Duties:*

- Assisting to prepare a clients case documents.
- Attending Court or Tribunal appointments with clients.
- Undertaking legal research and case management.
- Answering the phone, filing documents and other administrative duties.

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## EXPERIENCE (CONT)

### Junior Product Manager, Allied Irish Bank - January 2021

Currently, I am working as a junior product manager for AIB. As part of the role I execute day-to-day team activities including analysing information, engaging with internal and external stakeholders, using processes and technologies and tracking performance against customer and business goals.

#### Key Duties:

- Decision Making - works within AIB policies, procedures and regulations relevant to the role and escalates any identified issues/opportunities, as appropriate.
- Problem Solving - operates within set guidelines liaising direct manager to resolve problems and customer pain points.
- Collaboration - works and interacts with colleagues in own team and various internal business teams to effectively fulfil their role.

### Customer Service Manager, Ladbrokes - March 2019 - March 2020

As a Customer Service Manager, the role was very challenging and gave great insight in how necessary customer service and interpersonal skills are. Only being in Ladbrokes a few months, I was thrown into the deep end, running the shop and managing a team, I quickly had to learn the ropes.

#### Key Duties:

- Managing small teams of two or three colleagues.
- Solving customer issues surrounding purchases and interpersonal issues.

## EXTRACURRICULAR & ACADEMIC ACTIVITIES

- **Full Clean Irish Driving Certificate (December 2018).**
- **Matheson Virtual Experience Program Participant (Sept 2020)**  
Participated in the open access Matheson Virtual Experience Program with Forage. Tasks Completed Include:
  - Drafting of a Non-disclosure Agreement.
  - Prepared an advice note on the appointment of a temporary Pre-Approval Controlled Function ("PCF") with the Central Bank of Ireland ("Central Bank").
- **Law Society of Ireland Online Programme Participant (August 2020)** Certificate in Regulatory Matters and Management & Professional Development Skills.
- **Student Ambassador at Maynooth University (Sept 2018 - May 2020).** Here, I liaised with incoming students and advised them on pathways within the law degree at Maynooth.
- **Member of Scouting Ireland (Sept 2004- Current).** Here, I volunteer at weekly meetings in which I teach adventure and leadership skills.