**Megan Bourton**

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**Personal Profile**

Recently graduated from University College Dublin with an LL.M. I undertook a dissertation on the area of patent law, specifically on whether an EU Directive on biotechnological inventions is in need of reform. Experience working in a busy law firm in Dublin. Strong interpersonal and time management skills with excellent attention to detail.

**IT Skills**

* Excellent use of Microsoft Office tools
* Completed EDCL in 2018
* Ability to use case management software systems such as *Evolve* and *Exped8*

**Education**

* ***Leaving Certificate – St Vincent’s Secondary School Dundalk -*** Total Points: 472
* ***Dublin City University – BCL (2018-2020) -*** Year 1 (2.1)***,*** Year 2 (2.1)***,*** Year 3 (2.1)
* ***University College Dublin – LL.M (General) (2021-2022) -*** 3.47 GPA (2.1)

**Employment History**

15/08/2022- Present: *Legal Intern, Comyn Kelleher Tobin, Lincoln House, Lincoln Lane, Smithfield, Dublin 7*

* Stamping legal documents and filing them in the District, Circuit, High, Supreme Court and the Court of Appeal
* Scanning and filing post
* Preparation of briefs for counsel
* Organising case files
* Scanning and photocopying documents
* Draft and publish articles for the Company’s website

Example: <https://www.ckt.ie/news/unfair-dismissals-case-august-2022/>

* Assisting solictors in Court during trials
* Hand delivering briefs to counsel

02/06/2021 –12/08/2022: *Sales Assistant, Bag City, Marshes Shopping Centre, River Lane, Marshes Lower, Dundalk, Co. Louth.*

* Processing cash and card payments
* Advising customers based on their specific needs
* Maintaining stock levels
* Placing orders when the stock levels fall low
* Balancing the till at the end of each day

14/09/2018 - 06/09/2021: *Tote Seller, Dundalk Stadium, Dundalk, Co. Louth.*

* Taking bets from customers on a handheld device
* Communicating and liaising with customers
* Carrying out bets in a short period between races
* Working in a team with other staff members each night, which requires teamwork skills
* Handling cash transactions and processing end of shift balances
* Training new members of staff into the role

27/05/19-13/09/19: *Legal Assistant, P. Tiernan & Co. Solicitors, 4 Crowe St, Dundalk.*

* Answering all calls and directing them accordingly
* Monitoring all correspondence the office received, scanning it, and attaching it to the client's online file, as well as the physical file.
* Arranging the files of all clients
* Organising property deeds
* Filling out and filing Legal Aid Board forms
* Visiting the local district court weekly
* Welcoming clients into the firm and seating them in the consultation rooms prior to their appointment

**Interests**

* Enjoy reading, in particular self-development books.
* Keen interest in travelling. Enjoy experiencing other cultures and ways of life.
* Enjoy going to the gym five times a week as a way of keeping fit and healthy. The mental health benefits are a massive part of my enjoyment as it decreases stress and boosts my mood.

**Achievements**

**2021** Completed two dissertations, one in my undergraduate degree, and the other within my masters degree.

**2019** Selected to attend the accelerate programme at Arthur Cox, in Dublin.

**References**

* St Vincent's Secondary School, Seatown Place, Dundalk

Tel: (042) 9332790

* Dissertation Supervisor: Cliona Kelly

 cliona.kelly@ucd.ie

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