# Molly Hughes

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 *Address:* 23 Woodfarm Ave, Redcowfarm, Dublin 20.

## Education

Third Level: 2014-2018. Maynooth University, LL.B.

 Final Degree results: 1st Class Honours

Second Level: 2008-2014. St. Vincent’s Secondary School, Dundalk.

 Leaving Certificate 2014: 460 points

## Further Qualifications:

* ECDL course
* Full driving licence
* Water-based life-saving qualifications

##### Legal Work Experience:

January 2019 - Present **Judicial Assistant to the Hon. Mr Justice Owens**

* Assisting the judge in daily tasks- proofreading, researching, escorting to court
* Liaising with solicitors in order to collect papers and arrange suitable dates for urgent hearings
* Going on circuit with the judge
* Liaising with registrars re ongoing trials and hearings
* Updating research memos and bench books for the Judicial Researchers Office
* Filing exhibits from the Criminal Assets Bureau into the judge’s set of papers

##### 2nd – 20th July 2018 Three-Week Summer Internship, MacGuill and Company

* Attended numerous client meetings with managing partner
* Ensured files were up to date prior to attending court
* Helped chronologise evidential documents on a criminal case
* Attended court daily both in Dundalk and Dublin

## Work Experience

August 2015- August 2018 **Waitress**, The Food House, Carlingford

* Took customer orders and served food and drinks
* Handled cash and operated the till
* Opened and closed the restaurant and kept the shop clean

June 2017 – August 2017 **Ice Cream Sales Assistant,** Frozen Hoagies, Boston

* Conferred with other assistants and management to plan each working shift
* Dealt with customers and handled monetary takings
* Balanced cash register at end of shift and ensured floats and cash register were in order for next working shift
* Stocked and cleaned the shop and events truck

 October 2013- August 2015 **Waitress**, Four Seasons Hotel, Carlingford

* Trained in new staff
* General waiting duties for large groups of guests
* Responsible for efficiently planning the layout of the wedding venue

## Skills

* Responsible and organised - punctual, good at multitasking, coordinating, and meeting goal requirements. In my current role as judicial assistant, organisation is essential as I oversee the judges diary and keep on top of court dates. One of my duties, as being judicial assistant to the proceeds of crime list judge, is arranging suitable dates and times for hearing applications that are urgent. I communicate with the judge, the court registrar, and solicitors to schedule a date that suits all parties. This information must be relayed as soon as possible. This level of responsibility has been momentous in my professional development.
* Quick and effective researcher and planner- I completed a research project in university which involved a vast amount of reading and researching. Being a judicial assistant entails a lot of proofreading judgments and researching for the judge. I often update research memos and bench books for the JRO. If legal issues arise during a trial, I examine the law in that area and any relevant case law to assist the judge. It may involve examining that area of law and finding case law from other jurisdictions.
* Strong written and spoken communication skills- Speaking to parties during court hearings and communicating with solicitors has developed this skill. My written skills have progressed by proofreading judgments regularly.
* Excellent interpersonal skills- Being involved in team sports from a young age, singing in RTÉ children’s choir, and waitressing in teams has progressed this skill.

##### Achievements

* Co-author and participant in ‘Safe Haven Ireland Pilot Evaluation Survey and Report 2018’
* Completed eight FE1s
* Grade four classical singing

##### Volunteer Work

* Arch Club Volunteer, Dundalk, Co. Louth – adults with special needs
* Lourdes Youth Volunteer – working with sick and elderly people

##### Interests and hobbies

* I love singing. As well as being in the Secondary school choir and going to singing lessons, I sang in RTÉ Cór na nÓg for three years. During my time with Cór na nÓg, I performed in Áras an Uachtaráin, on RTÉ’s Late Late Toy Show, at the Mansion house Dublin, and at the National Art Gallery.
* I am interested in exercise and fitness, particularly hiking and swimming. I have three water based life-saving qualifications. I believe mindfulness is important and I practice it daily.

##### References

##### The Hon. Mr Justice Owens Aimée McCumiskey

**Judge of the High Court Solicitor**

Criminal Courts of Justice, MacGuill and Company,

Parkgate Street,5 Seatown,

Dublin 8. Dundalk, Co. Louth.

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