# Naomi Bourke

# **Education**

### MSc International Law and Business, University College Dublin Graduating Date- August 2019

Anticipated Result- 1:1

#### **Subjects**

- Commercial Networks
- Work and Employment in a Global Economy
- Economic Law
- International Commercial Arbitration
- Mindfulness and Resilience at Work
- Transactions

# LLB Law, Dublin Institute of Technology

# Graduated- November 2018

# Result- 2:1

#### Subjects

- Employment Law
- Property Law
- Contract Law
- EU Law
- Constitutional Law
- Core Legal Studies
- Equity
- Torts

### Assignments

- EU Law- Court of Justice of the European Union and unjustified judicial activism
- Contract Law- Drew up an accurate employment contract
- Employment Law- A critical evaluation of the Workplace Relations Act 2015

# Leaving Certificate, Institute of Education

**Graduated-** June 2015 **Results-** 420 points

### Results- 420

- Subjects
- English
- Irish
- French
- Maths
- Business
- Classical Studies
- Geography

# Scan for LinkedIn Profile



# **Achievements**

- Class Rep for International law and Business MSc students 2018-2019
- Student Union Class Representative for Law 2016-2017
- Attained all 12 levels of RIAM (Royal Irish Academy of Music) Certificates in Drama (Kindergarten through Grade 8)
- Volunteered with Vincent de Paul
- Won first place in Entrepreneurial Competition managing a group of 25
- Achieved highest sales in Michael Kors Irish store during the Christmas period by exceeding my target by 20%

# **Relevant Work Experience**

Summer Intern Kilroy's Solicitors- July- August 2018

### **Duties Included**

- Assisted in the collecting and organising of documents of discovery, marked relevant sections for the partners approval
- Attended meetings with clients and took attendance and transcribed notes for review
- Prepared evidence for court and attended with solicitors
- Drafted letters on behalf of partners for clients regarding ongoing cases

### **Pharmacy Assistant**

Hiltons Pharmacy June 2014- January 2016 City Pharmacy February 2016- June 2016 Fortfield Pharmacy September 2016- June 2017

### **Duties Included**

- Handled financial transactions including cashing up
- Dealt with confidential questions on a one-on-one basis and provided advice accordingly
- Carried out administrative tasks such as tax refunds for clients, filing, appropriate disposal of personal documents
- Ensured regulatory standards were adhered to in particular in relation to methadone dispensary

### Sales Associate

Michael Kors September 2017- February 2018

### **Duties Included**

- Ensured I met sales targets
- Contacted clients by email and phone to inform them about the events in-store
- Ensured standards were kept throughout the store to maintain the expectations of the brand name

### **Shadowing**

Criminal Courts October 2013

### **Duties Included**

- Assisted in decisions of refusals of court summons within the Criminal Courts
- Shadowed employees throughout the Criminal Courts to get an understanding of how the system works
- Sat in on trials and took notes to fully grasp the procedures followed in a criminal trial

### Interests

- Law- I was a member of the DIT law society and keep up to date with the Law Society Gazette
- Drama- 14 years of speech and drama, I performed in Feis' and completed my exams
- Sport- I played hockey for 8 years in both school and club, I regularly go surfing with friends in Ireland and abroad

### <u>Skills</u>

- Communication-I am experienced in delivering presentations in concise, logical format and I am able to field questions under pressure. I have experience in writing business reports and correspondence
- Leadership-I am capable of managing groups. I am able to motivate others and solve practical problems using creativity and resourcefulness when I meet obstacles
- Teamwork- I can work independently or part of a team and, I am able to employ tact and build relationships
- Organisation- I keep projects and assignments in order to ensure deadlines are met

### **References**

Available upon request