

# Natasha Cooke

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177 Seamount Apartments  
St. Helens Wood  
Stillorgan Road  
Booterstown  
Dublin

## Education

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### University College Dublin – BCL Law with Social Justice.

September 2013-Present

- 3rd Year GPA: 3.37 (Second Class Honours Grade 1)
- 2nd Year GPA: 3.3 (Second Class Honours, Grade 1)
- 1st Year GPA: 3.28 (Second Class Honours Grade 1)

### Coláiste Iognaid, Sea Road, Galway- Leaving and Junior Certificate.

September 2007-June 2013

Leaving Certificate Results include 6 higher level and 1 Ordinary level, CAO Points: 455

## Legal Employment Experience

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### Lawson Lundell LPP, Vancouver B.C. Canada:

#### Legal Assistant:

June 2016- August 2016

Lawson Lundell LPP is a leading business law firm in the province of British Columbia. The firm is one of the top 5 leading law firms in the province and was voted the number 1 firm by the readers of the Canadian Lawyer for 3 consecutive years. The firm operates under a practical strategic approach to business and legal problems. The firm operates three main departments, Corporate and commercial, litigation, Real Estate and Banking and Insolvency

During my time at the firm I worked throughout all departments. My main duties included research, logging billable hours, dealing with professional clients, drafting documents, amending court documents while working closely with lawyers to provide assistance on tasks and keeping track of case by case proceedings.

### Paul O' Sullivan Solicitors Dublin:

#### Legal Assistant/Intern:

September 2015-Present

Paul O'Sullivan & Co Solicitors is a small sole practitioners which specialises in Personal Injury Claims, Probate, and Conveyancing. I work part-time at the practitioners, my duties are mainly administrative in nature including file

management, dealing with clients and preparation of legal documents for litigation. The experience has enhanced my professional confidence and knowledge of litigation proceedings.

## **Other Employment Experience**

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### **Fets Whiskey Kitchen, Vancouver, Canada**

#### **Server/Bartender**

**May 2016- August 2016**

I worked part-time on evenings and weekends as a sole bartender or as a server. My duties included managing and serving customers food and beverages, reservation management, and till operation. The position widened my appreciation of different cultural norms and values and enhanced my confidence in dealing with a wide variety of people.

### **An Pucán Bar and Restaurant, Foster Street, Galway**

#### **Kitchen Assistant:**

**June 2014-September 2015**

While working at An Pucán my main duties included operations of the sandwich and salad deli bar, dessert preparation, preparation of food ensuring the implementation of HACCP, washing and storing of all utensils and dishes and collecting glassware on night shifts. The position developed my ability to work in a diverse environment and operate and function in an environment which requires anticipation, consistency and patience.

### **Mill Road B&B Connemara, Co. Galway**

#### **Waiting Staff**

**June 2012-December 2014**

My main duties included waitressing, assisting as a barista, maintaining and managing bedrooms, dealing with customers and reservation management. The position enhanced my communication skills, confidence and taught me to work within a team in a professional environment.

## **Volunteer Work:**

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- **UCD Ladies Hockey Club Treasurer:** April 2016- Present
- **UCD Ladies Hockey Club Secretary:** May 2015-April 2016
- **UCD, School of Law Student Representative** September 2014- May 2015
- **Galway Hockey Club Coach:** September 2009- April 2012
- **Community Social Outreach Programme** 2011.

## Interests, Achievements and Qualifications

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- University College Dublin Hockey Club Player of the Year 2016
- University College Dublin Hockey first XI Goalkeeper 2013- Present.
- Irish National Hockey Team Member at U18 and U21 level.
- Connacht Provincial Hockey Representative at under 18 and 21 level.
- Connacht Provincial Hockey Team Captain 2011.
- All Ireland Schools Hockey Goalkeeper of the Tournament 2013.
- Coláiste Iognáid 6th year Leader 2012-2013.
- Bronze 'Gaisce' President's Award received 2011.
- European Computer Driving License 'ECDL' Completed in 2011.
- Galway Hockey Club Goalkeeper of the year 2009/2010 and 2010/2011.

## References

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**Judy Walsh**, Module Coordinator of Law with Social Justice, UCD. [judy.walsh@ucd.ie](mailto:judy.walsh@ucd.ie)

**Emily Laing**, Human Resource Generalist, Lawson Lundell LLP, Vancouver, Canada- [elaing@lawsonlundell.com](mailto:elaing@lawsonlundell.com)

**Paul O'Sullivan**, Principal at Paul O'Sullivan & Co Solicitors Dublin, Ireland- [Pos@indigo.ie](mailto:Pos@indigo.ie)

**Tom Joyce**, Head Chef at An Pucan Bar and Restaurant Galway, Ireland- 0872671336.