

# PHILIPPA BOURKE

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## INTERN

086-4083007 // philippabourke@gmail.com // www.linkedin.com/in/philippabourke

## PROFILE

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An ambitious, personable and highly committed law graduate and intern with 2 years' experience working in various high performing legal environments. A sustained performance history of first class legal support together with a demonstrably strong academic record and the intellectual ability required to pursue a prosperous career in commercial law. Proven interpersonal skills in diverse commercial and collaborative settings and an ability to quickly master new roles, responsibilities and environments accordingly.

## EDUCATION

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### **2017-18: The Final Examination – First Part (FE-1), Law Society of Ireland**

- 8/8 exams completed.
- Company Law (71%), Constitutional Law (63%), Law of Contract (60%), European Union Law (61%), Real Property (60%), Equity (60%), Law of Tort (55%), Criminal Law (55%).

### **2015 – 17, LL.M., University College Cork**

- **Grade:** 2.1.
- **Modules undertaken:** Mental Capacity Law (70%), Disability and the Law (69%), Mental Health Law (63%), Children's Rights (60%), Criminology (68%), Environmental Law in Practice (65%), Juvenile Justice (63%), Child Law Clinic (63%).
- **Dissertation:** Written on the international and national developments in the area of capacity law in light of the Assisted Decision Making (Capacity) Act 2015 (67%).

### **2012 – 15, BCL, University College Cork**

- **Grade:** 2.1.

### **2007 – 12, Ursuline Boarding School, Thurles, Co. Tipperary**

- **Leaving Certificate:** Achieved 470 points.

## LEGAL EXPERIENCE

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### **Intern, Real Estate, Eversheds Sutherland, Dublin 2**

#### **October 2018 – present**

- Compiling and drafting of contract documentation relevant to the sale of commercial and residential properties, as well as assisting with closing of sales.

### **Legal Assistant, Dispute Resolution & Litigation, Holmes O'Malley Sexton Solicitors, Limerick**

#### **March – October 2018**

- Liaising, consulting and serving as a point of contact for clients, Counsel and all other relevant parties in relation to each stage of Circuit Court and High Court personal injury proceedings.
- Maintaining database of over 300 ongoing cases.

- Drafting and formulating of correspondence and court documents.
- Conducting extensive legal research and drafting of know-how pieces for publication, as well as client advices and newsletter articles pertaining to recent developments in medical negligence and product liability.

**Paralegal, Residential Property / Commercial Litigation, BHK Solicitors, Cork**

**November – December 2017**

- Prepared and filed ROD applications with the Registry of Deeds.
- Responsible for reviewing all undertakings made by the firm to ensure performance of same had been accounted for and that all confirmations of discharges had been received.
- Appraised high volumes of discovery and drafted notes to Counsel on the relevant advances therein for a large commercial case.

**Discovery Review Analyst, Commercial Litigation, BHK Solicitors, Cork**

**June – September 2017**

- Reviewed documents for discovery in a large commercial case using Relativity platform.
- Examined complex legal documents including emails, contracts, spreadsheets and other financial records for responsiveness, privilege and commercial sensitivity.
- Performed 1<sup>st</sup> Level Review, redactions and troubleshooting to provide improved and updated searches.

**Intern, O'Connor Solicitors, Dublin 2**

**August – October 2016**

- Tasked with research of recent jurisprudence in the areas of professional misconduct and poor professional performance before the Medical Council of Ireland, as well as employment law.
- Responsible for transferring the firm's precedent database to Amicus Attorney case management software.
- Gained knowledge and experience in general office administration.

**Research Assistant, UCC Law Faculty Child Law Clinic, University College Cork**

**January – May 2016**

- Assisted in the preparation of letters of advice for clients of the clinic.
- Drafted know-how pieces for internal circulation in respect of recent legislative developments.
- Awarded highest grade in my class for end of year reflective assessment.

**Employment Law Clinics Officer, UCC FLAC Society, University College Cork**

**January – May 2016**

- Briefed volunteers on the basics of Irish employment law.
- Taught volunteers how to assist members of the public to draft simple legal documents.

**Judicial Extern, Superior Courts of California, Santa Barbara, CA**

**May – August 2014**

- Conducted legal research and prepared bench memoranda on a number of criminal cases.

## OTHER WORK EXPERIENCE

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**Retail Sales Assistant, Roscrea Centre Pharmacy, Tipperary**

**June 2009 – February 2018**

- Gained extensive experience in a retail environment where I consistently exceeded sales targets using a consultative approach to sell high-end luxury beauty and cosmetic brands.
- Learned to quickly develop trusting and amicable relationships with customers in order to procure long-term brand loyalty.

**Host; Expeditor,** *The Palace Grill, Santa Barbara, CA*

**June – August 2014**

- Developed rapport with customers and generated repeat business through friendly and personable attitude and cuisine knowledge.

## VOLUNTARY EXPERIENCE

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- Organising fundraising events including supermarket bag packing and annual Golf Classic for *Lakeside Area Retreat Cancer Centre, Co. Westmeath* since 2009.
- Cared for 50+ animals with *Limerick Animal Welfare* in September 2018.
- Served as a Committee Member of the Moot Court Committee, a sub-committee of the 85<sup>th</sup> Session of the *UCC Law Society* in 2015.
- Awarded Volunteer Certificate in April 2014, 2015 and 2016 on completion of *UCC FLAC Society* training.
- Achieved *SUAS Literacy Programme* Certificate in 2014 and gained enhanced abilities in working efficiently as part of a group of mentors with a focus on increasing literacy levels in children.

## HONOURS & ACHIEVEMENTS

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- **Academic Achievements:** Awarded highest grade on record since the establishment of the UCC Child Law Clinic (2011) for end of year reflective assessment as an LL.M candidate (78%).
- Ranked 3<sup>rd</sup> in my LL.M class of 17.
- Achieved place within the top 5% of candidates examined nationally in the March 2018 sitting of Company Law, Law Society of Ireland FE-1 Entrance Examinations (71%).
- Awarded grade of 80% for performance in moot court, ranking top of my assessment group, and sixth in my class of 108 students in the final year of my undergraduate.
- **Public Speaking, Drama and Music:** Ranked within the top 0.6% of candidates examined nationally by the Leinster School of Music and Dramatic Arts for Speech, Drama, Communications and Public Speaking in 2014 (99/100).
- Awarded First Class Honours and Gold Medal on completion of final Grades 7 to 10 with the Leinster School of Music and Dramatic Arts.
- Awarded Gold Medal in Speech and Communications with the London Academy of Music and Dramatic Arts.
- Awarded Silver and Gold Medals in piano and classical vocal studies with the Royal Irish Academy of Music.
- **Sporting Activities:** Certified Pool Life Guard with the Irish Water Safety Board.
- **Other:** Full professional proficiency in Irish.

## REFERENCES

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- Available on request.