**Rebecca Bolger**

52 Brookdale Lawns, River Valley, Swords, Co. Dublin

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**PROFILE**

Hard working, ambitious and self-confident individual with a strong desire to learn, excel and succeed. Law Graduate. FE-1 Candidate. Currently working as an Office Junior in Porter Morris Solicitors.

**RELEVANT WORK EXPERIENCE**

**Office Junior- Legal Assistant Porter Morris Solicitors** 10 Clare Street, Dublin 2

February 2018-present

* Answering and directing phone calls
* Photocopying and scanning
* Dictaphone typing
* Assisting the Solicitors, Legal Executives and Legal Secretaries
* Collecting and sending of post
* Preparing Briefs
* Maintaining filing systems
* Maintaining spreadsheets

**Legal Intern FLAC (Free Legal Advice Centres)**

October 2017-February 2018 13/14 Lower Dorset Street, Dublin 1

* Providing legal information through the FLAC information line on areas including;
* Answering calls on the FLAC information line
* Writing articles for the PILA Bulletin
* Dictaphone Typing
* Drafting letters
* Researching different areas of law
* Attending conferences

**Clerical Position: Compliance An Post** SBS Communications Section June 2016 – October 2017 GPO, O’Connell Street, Dublin 1

* Checking/Verifying customer documentation on Irish State Savings Accounts
* Recording customer documentation
* Answering and directing phone calls
* Receiving, sorting and sending mail, including emails and letters
* Maintaining filing systems
* Typing of documents and maintaining spreadsheets
* Coordinating workflow
* Photocopying and scanning
* Answering phones on a customer service call centre at least twice a week

**OTHER REVELVANT EXPERIENCE**

**Supervisor The Wright Venue** Airside Retail Park,

July 2011 – August 2014 Swords, Co Dublin

**Temporary Clerical Position An Post** GPO, O’Connell Street, Dublin 1June 2015-August 2015

**Temporary Clerical Position An Post** GPO, O’Connell Street, Dublin

July 2014-August 2014

**Sales Assistant House of Ireland** Dublin Airport

October 2015 – February 2018

**EDUCATION AND TRAINING**

**Masters in Laws (LL.M) Dublin City University Grade: II.I**

**September 2015-August 2016**

Subjects Undertaken:Public Law and Political Philosophy, International Law and the Use of Force, Criminology, Contemporary Challenges in Medical Law and Bioethics, Legal and Socio-Legal Research Skills & Dissertation.

Presented Dissertation entitled: ‘Is the Criminalisation of HIV transmission a breach of Human Rights?’

**Bachelor of Civil Law Dublin City University Grade: II.II**

**(BCL Law & Society)**

**September 2012- May 2015**

Subjects Undertaken: Criminal Law, Advanced Criminal Law, Law of Torts, EU Law, Advanced EU Law, Law of Evidence, Constitutional Law, Advanced Constitutional Law, The Irish Legal System, Foundations of Law and Legal Research, Comparative Law, Public International Law, Company Law, Property Law, Health Care and Society Law, Jurisprudence, Administrative Law, Equity, Trusts, International Human Rights Law, Law and Bodily Politics, Employment Law, Law & Social Exclusion, Dissertation & Uaneen.

Presented Dissertation entitled: “MENTAL CAPACITY AND THE LAW IN

IRELAND: TIME FOR REFORM?”

**University Societies / Clubs and Achievements**

-LL.M Class Representative

-Uaneen Award

**DCU Dance**

* DCU Dance beginners Irish Dance Class teacher
* Choreographer for DCU Dance
* Member of DCU Dance Irish Dance Squad,
* Intervarsity Champions 2012, 2013 Mixed Piece

**Leaving Certificate obtained 2012** Institute of Education, Dublin 1480 points

**Extra-curricular activities:** Irish Dancing.

I have represented DCU as a member of DCU Dance as well as Ireland abroad in the European Peoples Festival were we won the Fair Play Award 2017. I have also taken part in various major Irish Dancing Championships with a number of podium places.

**OTHER INTERESTS AND ACHIEVEMENTS**

Current Affairs, Human Rights, GAA, Running, Baking, Irish Music, Singing & Dancing.

**REFERENCES**

**Employment: Academic/Character Reference:**

David GuyBridget McNally Dr. James Gallen

An Post,  General Manager, Lecturer

Manager Development & Op Support, House of Ireland, Dublin City University,

3D General Post Office,  Nassau Street, Glasnevin,

O'Connell Street Lower, Dublin 2, Dublin 9

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