

Curriculum Vitae of Rebecca Slevin

Ambitious, Resilient, Independent

Personal Details:

Name: Rebecca Slevin
Address: 59 Addison Drive, Glasnevin, Dublin 9
Contact Number: 0851393970
Email address: rebecca.slevin3@mail.dcu.ie
Date of birth: 2nd March 1997

Education and Qualifications

2019 – Law Society of Ireland FE-1 Exams

Contract Law (60%), Criminal Law (51%), Equity (52%), Property Law (50%)

2015 – 2018: Bachelor of Civil Law (Law and Society), Dublin City University

First year modules: Constitutional Law, Torts, Advanced Torts, Criminal Law, Advanced Criminal Law, Foundations of Law and Legal Research, The Irish Legal System, Public International Law, Comparative Law

Overall grade: 2nd Class Honours Grade 1

2nd year modules: Moot Court, Company Law 1, Company Law 2, Contract Law, Advanced Contract Law, Employment Law, European Union Law, Advanced European Union Law, Law of Evidence, Family Law and Society, Health Care Law

Overall grade: 2nd Class Honours Grade 1

Final year modules: Property Law, Advanced Property Law, Jurisprudence, Genetics Law and Society, Administrative Law, Intellectual Property Rights, Law and Body Politics, Law and Dispute Resolution, Equity

Overall grade: 2nd Class Honours Grade 1

2009 – 2015 Mercy Secondary School, Kilbeggan, Co. Westmeath

2002 – 2009 Scoil an Chlochair, Kilbeggan, Co. Westmeath

Work Experience

Legal Intern at Fieldfisher Solicitors, The Capel Building, Mary's Abbey, Dublin 7

July 2019

- Attending witness interviews and subsequently drafting witness statements.
- Drafting various Notices of Trials, Notices of Inquiries, Notice to Produce, Motions and Grounding Affidavits.
- Preparing all correspondence for the fee earners such as letters/emails to clients, counsel and witnesses.
- Reviewing statements, reports and records and subsequently drafting chronologies.
- Attending Inquiries and Court accompanied by the Partner in my department.

Legal Consultant at Procorre LLP, 2 Hume Street, Dublin 2

August 2019 – July 2019

- Acting as the main point of contact for managing our clients' acquisition contracts.
- Acting as the external point of contact for all Acquisition queries, including legal related business processes and documentation
- Assisting in the drafting of contracts relating to the company and LLP asset side of acquisition.
- Ensuring all the appropriate contracts is submitted, received and signed accurately in line with agreed signatory levels and timescales.
- Responsible for making sure all contracts are delivered to Companies House and HM Revenue & Customs to be stamped and approved
- Keeping abreast of current laws and legislation that may impact future business opportunities.
- Work closely with cross – functional teams including Finance, Line managers, and Sales Teams.

Front office and Reservations Agent at O'Shea's Hotel, Talbot Street, Dublin 1

July 2017 – August 2018

- Responsible for greeting all guests and handling and redirecting any guest enquiries in person or on the telephone.
- Responsible for the checking in and checking out of guests on the computer system and amending any necessary details.
- Maintaining and promoting a positive image of the hotel and its services to both customers and colleagues.

Achievements

Lenister, All Ireland and World Medals for Irish Dancing

County Champions Scor na nOg

Comhdhail Muinteori na Rince Gaelacha Scrudu Grade 9

European Computer Driving Licence

School Prefect

Student of the Year 2013

Food and Culinary Skills Examination

Completed GAA Coaching Course

Referees:

Mr Neil Johnston
Contracts Manager
Procorre
2 Hume Street
Dublin 2

Dr Aisling De Paor
School of Law and Government
Dublin City University