Curriculum Vitae of Rebecca Slevin

*Ambitious, Resilient, Independent*

**Personal Details:**

**Name:** Rebecca Slevin

**Contact Number:** 0851393970

**Email address:** rebecca.slevin3@mail.dcu.ie

**Education and Qualifications**

**2019 – 2020: Law Society of Ireland FE-1 Exams**

**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**

**Summer Intern at Eversheds Sutherland, Earlsfort Terrace, Dublin 2**

I was offered one of twenty places on Eversheds Sutherland’s 2020 summer internship programme. However, due to Covid-19 the programme was cancelled.

**Real Estate Intern at Eversheds Sutherland, Earlsfort Terrace, Dublin 2**

October 2019 – February 2020

* Assisting in the preparation of contract packs to be sent to purchaser’s solicitors and our clients.
* Assisting in the preparation of closing packs to be sent to purchaser’s solicitors.
* During the exchange process, ensuring sure all contracts that have been returned to us are corresponding with what we have sent out to the purchaser’s solicitors originally. Ensuring no clause has been inserted, reworded or deleted.
* Preparing all correspondence for the fee earners such as letters/emails to clients.

**Summer Intern at Fieldfisher Solicitors, The Capel Building, Mary’s Abbey, Dublin 7**

July 2019 – August 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 2018 – 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.

**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.

**Achievements**

Leinster, All Ireland and World Medals for Irish Dancing

Comhdhail Muinteori na Rince Gaelacha Scrudu Grade 9

IE Business School – Legal Technology Course

Dublin City University Graduate Mentor 2020

European Computer Driving Licence

School Prefect

Student of the Year 2013

Food and Culinary Skills Examination

County Champions Scor na nOg

Completed GAA Coaching Course