**Name:** Richard Smith **Contact No.:** +353 86 190 4710 **Email:** richard.smith@mailbox.org

**Address:** 1 Pearse Square, Pearse Street, Dublin 2.

**PERSONAL PROFILE**

* Extensive skills in research.
* Working knowledge of the French language.
* Completed the FE1s.
* Keen interest in legal, commercial and human rights matters and in the top number of students in both Commercial and Company Law during my undergraduate degree and gained a 1.1 in my postgraduate programme.

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**WORK EXPERIENCE**

**Nov 2014-Present Judicial Assistant to a Judge of the Commercial Court**

Duties include:

* Summarising facts, legal submissions, case law and relevant material as directed by the Judge for inclusion in draft judgments.
* Conducting research as directed by the Judge.
* Proof reading judgments.
* Assisting the Judge in preparing for court and during court proceedings.
* Remaining in court during hearings if required to note evidence and submissions as directed.
* Assisting in ensuring good order is kept in the courtroom.
* Collection and distribution of papers for court hearings and appeals.
* Acting as liaison between the Judge and the parties to litigation if required.
* Assisting the Judge in the course of official duties.

**Aug 2013-Nov 2014 Office Manager for the Irish Economic Analysis Division of the Central Bank of Ireland**

Duties included:

* Acting as Budget Officer, Procurement Officer, Communication Liaison Officer, Training Liaison Officer, Organisational Risk Officer, Public Liaison Officer and Health and Safety Officer for the Division.
* Collating and proof reading Quarterly Bulletin drafts and interacting with the Publication Unit.
* Conducting research and assisting the Bank’s library with its licences, subscriptions and tenders.
* Providing administrative and secretarial support to the Division and the Bank’s library.

**Apr-May 2013 Paralegal for D. McAvin & Co. Solicitors**

Duties included:

* Researching a number of legal issues, both procedural and substantive, upon request utilising online facilities and the Law Society’s library.

**Apr 2012-Mar 2013** While studying for the FE1s I worked on the family farm.

**Oct 2011-Mar 2012 Legal Intern at the Cambodian Center for Human Rights** Duties included:

* Conducting research as requested and on own initiative on numerous topics related to human rights violations.
* Co-writing a paper on the legacy of the Khmer Rouge Tribunal.
* Legal analyses of legislation and other government instruments.
* Preparing factsheets, media comments and press releases.
* Report editing.

**Mar-Apr 2011** **Campaign Assistant, Seanad Elections 2011** Duties included:

* Drafting press releases.
* Liaising with media outlets nationwide.
* Conducting research on topics of debate.

**Aug-Dec 2010** **Researcher for the Irish Centre for Human Rights, NUI Galway**

Duties included:

* Conducting both primary and secondary research.
* Editing the completed report on racism in the Galway Taxi Industry.
* Dealing with issues such as the layout and format of the report.

**2008-2010 Sales Assistant at Midland Veterinary Ltd.**

Duties included:

* Serving customers and advising them on product selection.
* Stock and inventory control.
* General administrative and housekeeping duties.

**Jun 2007-Jan 2008 Administrator- New Business Team in Aviva, Dublin Headquarters**

Duties included:

* As part of a team, responsibility for processing new insurance applications/investment funds in the Dublin area and all financial institutions. The process included overseeing the vetting process, contact and follow-up with brokers, clients and medical personnel to complete the process.

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**EDUCATION AND TRAINING**

**2014 Introduction to Financial Markets**

Coursera, Online Learning Centre

**2013 Excel Training-Moderate and Advanced**

**2012-2013 FE1s**

**2011 ECDL Advanced Word Processing**

FAS Training Centre, Galway

**2009-2010 Masters of Law in International Criminal Law (LLM) (First Class Honours)**

Irish Centre for Human Rights, NUI Galway

**2005-2009 Bachelor of Law and European Studies (LLB) (2.1 Honours Degree)** University of Limerick

**1999-2005 Leaving Certificate** Kilkenny College, Kilkenny

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**PUBLICATIONS**

Conefrey, T. and Smith R. (2014) ‘On the Slide? Salary Scales for New Graduates 2004-2012’ *Central Bank of Ireland: Economic Letters*, Vol. 2014(1).

Coughlan, J., Ghouse, S. and Smith, R. (2012) ‘The Legacy of the Khmer Rouge Tribunal: Maintaining the Status Quo of Cambodia's Legal and Judicial System’, *Amsterdam Law Forum*, Vol. 4(2).

Smith, R. (2011) ‘The Margin of Appreciation and Human Rights Protection in the “War on Terror”: Have the Rules Changed before the European Court of Human Rights?’, *Essex Human Rights Review,* Vol. 8(1).

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**VOLUNTARY POSITIONS**

**Leader** in the local youth group, Pathfinders.

**Volunteer** with Amnesty International, Galway.

**Events Officer** for the Law Society at the University of Limerick

**School Prefect** for final year in secondary school.

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**HOBBIES AND ACHIEVEMENTS**

I have attained the Bronze and Silver President’s (Gaisce) Awards. I have a great interest in films and literature and have written several short stories and one unpublished novel. I also enjoy swimming, hiking, jogging and travelling.

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**REFERENCES**

Available upon request.