**Robyn Bourke**

Portmarnock

Dublin

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**Education**

**2018 – 2019 Graduate Diploma in Law, BPP Law School London**

**2017 – 2018 MA Medical Ethics & Law, King’s College London**

 **Predicted:** Second Class Honours, Grade One

**2014 – 2017** **Bachelor of Civil Law (BCL) Dublin City University**

 **Result:** Second Class Honours, Grade One

**Employment History and Work Experience**

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**Incoming Corporate Law Intern at Philip Lee, Ireland October 2018 – February**

 **2019**

**In-House Legal Intern at King’s College Hospital NHS Foundation Trust, London**

**April 2018 – August 2018**

* The King’s College NHS Foundation Trust is one of the busiest and most experienced NHS legal teams
* I assisted in dealing with clinical negligence claims and personal injury claims and regulating difficult patients and visitors
* I attended Inquests and Court of Protection Hearings
* I took part in administrative work such as filing and ensuring everything is kept confidential

**Summer Work Placement at ByrneWallace, Ireland September 2017**

* I spent my summer work placement in the Health and Social Care Division
* I researched areas of interest for clients who needed more information regarding certain matters
* I created word documents for clients that explained legal terminology and complicated matters so they could understand them better
* I read through case files and filed them away and learned the importance of good file management and client care

**Waitress and Hostess, The Seafood Bar, Ireland September 2016 – April**

 **2017**

* Monitored dining room and guest flow to maximize table usage
* Suggest suitable wine or cocktails
* Fully authorised in taking customer payments
* Consistently adhered to quality expectations and standards

**F&B Assistant and Banquet Staff at The Grand Hotel, Ireland June 2015 –**

 **September 2016**

* Greet guests and make them feel comfortable
* Offer menu/serve drinks
* Deliver exception service in keeping with the standards of the hotel
* Trained new waiters and floor staff on guest service exceptions

**Voluntary Work**

**September 2017 –**

**September 2018 Litigation Support** at the Personal Support Unit (PSU) Royal Courts of Justice & The Central Family Court

* Provided practical and emotional support to litigants in person
* I explained to clients how court proceedings worked
* I attended court hearings with clients in the Court of Appeal, High Court, County Court and Employment and Social Security Tribunals
* I filed and indexed documents into relevant order

**September 2017 – May 2018 Primary School Student Mentor** at Shine Mentoring

* I mentored a primary school student once a week
* I attended the school during lessons they are struggling with
* I assisted with literacy issues and mathematics

**May 2015 – May 2016 Ordinary Member** for DCU Free Legal Aid Centre

 (FLAC)

* I assisted in organizing the FLAC annual trip to Madrid for 25 students
* I assisted in organizing clinics that members of the public attended for Legal Aid
* I Organised and attended all the FLAC training clinics for younger students and those new to the committee