**Robyn Bourke**

Portmarnock

Dublin

**Education**

**2019 – Present FE1 Examinations, The Law Society of Ireland**

**2018 – 2019 Graduate Diploma in Law (Distance Learning), BPP Law**

 **School London**

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

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

 **2019**

* Worked closely with a partner in the Tax Department and an associate in the Corporate Department. I assisted them in the drafting and reviewing of corporate documents.
* Assisted a partner based in our London office with the drafting and reviewing of corporate documents pertaining to the Law of England and Wales. These documents included Loan Agreements, Share Purchase Agreements and Disclosure Letters.
* Liaised with clients and attend meetings with associates.

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

**April 2018 – August 2018**

* Assisted in dealing with clinical negligence claims and personal injury claims and regulating difficult patients and visitors.
* Attended Inquests and Court of Protection Hearings.
* Carried out administrative work such as filing and ensuring everything is kept confidential.

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

* Spent my summer work placement in the Health and Social Care Division
* Researched areas of interest for clients who needed more information regarding certain matters
* Created word documents for clients that explained legal terminology and complicated matters so they could understand them better.
* Read through case files and filed them away, learning the importance of good file management and client care

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

 **2017**

* Monitored the dining room and guest flow to maximize table usage.
* Suggested suitable wine or cocktails.
* Was 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**

* Worked with the food and beverage team at the Grand Hotel in Malahide and was fully trained in banqueting service.
* Trained new waiters and floor staff on guest service exceptions.
* Ensured all guests’ requests and queries were responded to promptly and effectively.
* Set up, cleared and prepared function rooms for events.
* Assisted in serving breakfast, lunch and dinner.

**Voluntary Work**

**September 2019 – Graduate Mentor** at Dublin City University

**Present**

**September 2017 –**

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

* Assisted litigants in person on a 1 to 1 basis in London.
* Prompted clients to order their thoughts.
* Drafted documents and prepared court bundles with clients.
* Explained to clients how the court process works.
* Attended court hearings with clients
* Filed and indexed documents into relevant order

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

* Mentored a primary school student once a week.
* Attended the school during lessons they are struggling with.
* Assisted with literacy issues and mathematics.

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

 (FLAC)

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