25 Halldene Ave,

Bishopstown,

Cork

T12F62D

**E:** mullinsruth02@gmail.com **T:** 087 - 742 0503

I am a driven and ambitious BCL (Clinical) student, proudly ranking 6th in my class. I have a keen interest in Litigation and Employment Law, complemented by an eleven-month Internship at O’Flynn Exhams LLP Solicitors, Cork. I believe I possess an excellent ability to conduct legal research and writing and with a collaborative mindset, I excel in a team-work environment.

**EDUCATION**

Third Level Education

I am in the final year of my BCL (Clinical) Degree at University College Cork.

*Modules Undertaken*

Company Law, Constitutional Law, Property Law, Commercial Law, Business Ethics & Governance, Clinical Legal Skills, Medical Law, European Union Law, Criminal Law, Contract Law, Tort Law, Foundations of the Legal System, Legal Research & Writing.

*Second Year Overall Grade*

Second-Class Honours Grade 1 (2:1), with a First-Class Honours (1:1) in Medical Law and Ethics.

Second Level Education

Mount Mercy College, Model Farm Road, Cork.

*Leaving Certificate Results*

528 CAO Points.

**EXPERIENCE**

**Legal Intern – O’Flynn Exhams LLP Solicitors, Cork**

*Departments: Litigation, Private Client, Family and Employment*

*September 2023 – July 2024*

*Role Details*

* Drafting documentation such as Court Pleadings, WRC Submissions and Contracts.
* Conducting legal research, e.g. analysing Case Law and Legislation.
* Providing administrative assistance, e.g. drafting correspondence, preparing briefs and transcribing dictations.
* Recording attendances at meetings and court hearings.
* Managing reception, which includes tasks such as scheduling appointments, addressing queries, maintaining visitor logs and answering and directing phone calls.

**Legal Research Assistant – Mark Boland & Co Solicitors, Cork**

*Role Details*

* Assisting with legal research through databases such as Westlaw and BAILLI.
* Preparing Memoranda and Case Statements

**Administrative Assistant – MDM Solicitors, Cork**

*Role Details*

* General office administration, e.g. transcribing dictations and organising both physical and electronic filing systems.

**Barista – Café Lulu**

 *2017 - Present*

 *Role Details*

* General barista/culinary tasks and waitressing.
* Processing transactions and finalising accounts.
* Inventory management, e.g. processing deliveries from wholesalers and auditing stock.

**IT SKILLS**

I have completed the Advanced ECDL Course and I am competent in the areas of Microsoft Word, Excel, PowerPoint and Teams. I am also proficient in the use of the Legal Case Management System, “Keyhouse”.

I have completed Legal Research and Writing modules in University College Cork and I am competent in the use of Legal Databases such as “Westlaw” and “Justis”. I have also received CPD Training in relation to the Legal Database, “Practical Law”, whilst working with O’Flynn Exhams LLP Solicitors.

**INTERESTS AND HOBBIES**

* Competed in the UCC Law Society Negotiation Competition (2023).
* Competed in Teen Star Singing Competition in 2015 and reached the All Ireland Semi-Finals.
* Attended the Cork Academy of Dramatic Arts for ten years and enjoyed the experience of performing in the annual pantomimes. I also competed in Feis Maitiu and received numerous awards for Musical Theatre.
* Previously a member of the Cork School of Music Choir and the Cois Tine, Multicultural Choir.
* I highly value my health and wellbeing and regularly engage in physical activity, enjoying the gym, fitness classes and running.

**VOLUNTEER WORK**

* Previously involved in fundraising for Marymount Hospice.
* Volunteered in the organising of the Arc Breast Cancer Lunch, Cork.
* I participate in the annual Darkness into Light 5k Run in aid of Pieta House and also recently participated in the 2024 5K Legal Fundraiser Run in aid of Calcutta.
* Participated in numerous fundraisers in aid of worthy charities such as Cork Simon Community, Hope Foundation, Enable Ireland and Share.

**REFERENCES**

1. Mr Shane Crossan, Managing Partner, O’Flynn Exhams LLP, 58 South Mall, Cork. Email: scr@ofx.ie
2. Ms Dorothy Appelbe, Clinical Education Coordinator, UCC School of Law, Aras na Laoi, Western Road, Cork. Email: d.appelbe@ucc.ie