

CURRICULUM VITAE

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EDUCATION:

- **Trinity College Dublin, Law 2015 – To Date.**

I am currently in my third year of study for a LLB in Law.
I achieved an overall grade of 2:1 in both first and second year.
Table of first and second year subjects and results at Appendix 1.

- **Griffith College Dublin, Diploma in Legal Studies and Practice 2014 – 2015.**

I achieved a 2:1 Honours Diploma.
Table of subjects and results at Appendix 2.

- **University College Dublin, Bachelor of Arts English and Drama Studies 2010 – 2014.**

I achieved a 2:1 Honours Degree with a GPA of 3.34.
Table of subjects and results at Appendix 3.

- **The King's Hospital, Palmerstown, Dublin 20, 2004 - 2010.**

Table of subjects and results for Leaving Certificate at Appendix 4.

- **St. Mary's Girls National School, Lucan, Co. Dublin, 1996 - 2004.**

OTHER EDUCATIONAL EXPERIENCE:

- I attended Ecole Chantermele, a French speaking school in Switzerland for three weeks in the Summer of 2008. I also attended College Sainte Jeanne D'Arc, a French school in Brittany for two weeks on a Living Language course in the Summer of 2009.
- I attended Colaiste Cholmcille, a Gealtacht college in Donegal for three weeks in the Summers of 2008 and 2009. I also completed their Ceannaire (Leader) Course in October 2008.

WORK EXPERIENCE:

<p>Ryans Solicitors 46 Harrington Street, Portobello, Dublin 8.</p>	<p><i>May 2016 – Present.</i> I worked full time as a Legal Executive during the Summers of 2016 and 2017 and I currently work on a part-time basis, as I did during my second year of college. As well as general secretarial duties my work involves researching legal issues, preparing briefs, visiting the courts to lodge documents and observe proceedings, interacting with clients, sitting in on settlement negotiations, serving letters of notice, witnessing wills and other documentation, scheduling title deeds and drafting legal documents e.g. affidavits, conveyancing documents and statutory declarations.</p>
<p>The Body Shop Unit 2/30, Dundrum Town Centre, Dundrum, Dublin 16.</p>	<p><i>October 2014 – September 2015.</i> I worked as a Sales Assistant and was then promoted to Head Key Holder at The Body Shop, Dundrum. My responsibilities included supervising the opening and closing of the store, performing cash reconciliation, supervising Brinks cash collections and calculating daily targets and end of day takings figures. I was required to take initiative to ensure the smooth running of the store, such as helping to maintain a clean shop floor and back room, assisting customers, working at the tills, taking calls, and delegating certain duties at busy times. I also managed promotional events. As I was often the sole supervisor, it was my duty to have detailed product knowledge and to handle employee, customer and client complaints. This required some knowledge of commercial law, contract law, employment law and consumer rights, as well as having an understanding and sensitive approach. I also had to be conscious of health and safety requirements. My interactions with head office allowed me to gain insight into other areas of business, such as product development, advertising and marketing.</p>
<p>Brandtactics Unit 47, Park West Enterprise Centre, Park West, Dublin 12.</p>	<p><i>March 2013 – June 2015.</i> As a Promoter for Brandtactics I worked at a variety of promotional events for brands such as Donnelly’s Fruit and Veg, Leopardstown Racecourse, Skoda and Britvic Ireland at Bloom Festival. My duties involved quickly familiarising myself with brands and products in detail, organisation of stock and equipment and friendly, outgoing interaction with customers and clients. I was required to submit feedback including reconciliation of stock and analysis of customer interaction.</p>
<p>American Eagle Outfitters 200 State Street, Boston, MA 02109, United States.</p>	<p><i>June 2013 – August 2013.</i> I worked as a Retail Assistant in American Eagle’s Faneuil Hall flagship store. My duties included assisting customers to ensure they had an enjoyable experience. I also worked as the store greeter stationed at the entrance to welcome customers. I was required to be conscious of the store’s sales targets and to strive to meet them on an hourly, daily and monthly basis.</p>

WORK EXPERIENCE DURING TRANSITION YEAR 2007/2008:

<p>A&L Goodbody Solicitors IFSC, North Wall Quay, Dublin 1.</p>	<p>General administrative work, filing and research.</p>
<p>Kiss Magazine VIP Group, 3 Ely Place, Dublin 2.</p>	<p>General administrative work, collecting clothes for photo shoots and assisting at photo shoots.</p>
<p>Gaiety School of Acting Sycamore Street, Temple Bar, Dublin 2.</p>	<p>General administrative work and running errands.</p>

OTHER SKILLS:

- I scored in the 99th percentile for Critical Reasoning in the MSAP exams in 2015.
- I completed the ECDL in secondary school and I am proficient in the use of Microsoft Word, Excel, PowerPoint and OneNote and popular legal databases including Westlaw, Justis, JustCite, LexisNexis and HeinOnline.
- I took part in an Active Listening Workshop as part of my involvement with Trinity College's Student 2 Student Mentoring Programme.
- I hold a full driving license.

VOLUNTEERING:**Student 2 Student Mentoring Programme:**

- In my second year in Trinity College, I was a Law Mentor with Trinity College's Student 2 Student Mentoring Programme. Together with two other students from my course we mentored an allocated group of First Year Law students. We kept in contact with our mentees and met them regularly to help them settle into college life. As part of this programme I took part in an Active Listening Workshop to enable me to help any mentees who may have difficulties. I received an award from the Trinity College Student 2 Student Mentoring Programme as I received a commendation for excellence in the performance of this role.

Irish Innocence Project:

- While at Griffith College I was a member of a research group for the Irish Innocence Project. When I started the course, Diploma in Legal Studies and Practice students were not considered for the Irish Innocence Project, but due to my persistence and enthusiasm participation was opened up to those taking the course. This research group was tasked with compiling a database of wrongful convictions in Ireland. This involved significant research as the database had to include details of the legal proceedings of each case. This year I accepted an offer from the Irish Innocence Project to work with their supervising lawyers in the area of legal research and report writing if such work becomes available.

Class Representative:

- I was Class Representative for the Diploma in Legal Studies and Practice Course.

INTERESTS & ACHIEVEMENTS:**Speech and Drama:**

- I attended stage schools including The Gaiety School of Acting and Billy Barry's Stage School. I achieved awards in local competitions and in the Royal Irish Academy of Music. In the final year of my English and Drama degree I took part in the "Performance Project 2014". This entailed a group of ten other students and I creating a performance from scratch under the supervision of a professional director. As well as performing in the finished work, I also took on the role of stage manager. My fellow students and I wrote, produced and performed a three night run of our devised theatrical piece 'The Untamed Shrews'.

Fitness:

- I enjoy swimming. I have taken part in the swimming portion of the 'Kilrush Tri'.

Music:

- I have performed in choirs and completed Royal Irish Academy of Music exams in violin and singing. I enjoy the challenge of teaching myself guitar and ukulele.

Other Interests:

- Reading, Cooking and Baking.

CONTACT FOR REFERENCE:

Ryans Solicitors

- **Matthew Ryan Solicitor**

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Dublin 8.

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Trinity College Dublin

- **Deirdre Ahern**

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Griffith College Dublin

- **Karen Sutton** (Head of Faculty, Law)

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South Circular Road,
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University College Dublin

- **Dr. Ian R. Walsh** (Lecturer and Module Coordinator in Drama)

School of English, Drama and Film,
UCD,
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Dublin 4.

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- **Kellie Hughes** (Performance Project 2014 Director)

Email: Kellie.hughes@ucd.ie

Appendix 1

LLB Grades			
First Year		Second Year	
Overall Grade – 2:1		Overall Grade – 2:1	
Subject	Grade %	Subject	Grade %
Legislation and Regulation	72	Private Law Remedies	68
Law of Torts	65	Constitutional Law II	67
Criminal Law	63	Administrative Law	63
Law of Contract	60	Land Law	59
Constitutional Law I	54	Equity	55
Foundations of Law	54	EU Law	45

Appendix 2

Diploma in Legal Studies and Practice Grades	
Overall Grade – 2:1	
Subject	Grade %
Conveyancing	74
Professional Ethics and Skills of Practice	73
Civil Litigation	69
Criminal Practice and Procedure	67
Family Law	66
Introduction to the Irish Legal System	64
Law of Contract	61
Law of Torts	59
Employment Law	58
Constitutional Law and Judicial Review	55
Land Law	52
Criminal Law	49

Appendix 3

BA English & Drama Grades								
Overall Grade – 2:1								
Level 1			Level 2			Level 3		
Subject	Discipline	Grade	Subject	Discipline	Grade	Subject	Discipline	Grade
Introduction to Drama and Performance 1	Drama Studies	A-	Contemporary Ireland on Stage	Drama Studies	A	Performance Project (Double Credit Module)	Drama Studies	A
Literary Genre	English	B+	Performance in Everyday Life	Drama Studies	A-	Reading Gender and Sexuality	English	A-
Children’s Literature	English	B+	Irish Theatre 1950-80	Drama Studies	B+	Staging texts	Drama Studies	A-
The Search for Meaning: East and West	Philosophy	B+	Romanticism	English	B	Literature and Science	English	B+
Introduction to Film Style and Aesthetics	Film Studies	B	Modern American Literature	English	B	Seamus Heaney and Modern Irish Poetry	English	B
Folklore and the Imagination	Irish Folklore	B	Twentieth-Century Drama: From Naturalism to Postmodernism	English	B	Fin-de-siecle	English	B-
Introduction to Applied Psychology	Psychology	B	The Narrative Art	Irish Folklore	B	Theatres of War	English	B-
Literature in Context 2	English	B-	Critical Theory	English	C+	Postmodern Theatre	Drama Studies	B-
Introduction to Folklore	Irish Folklore	B-	Reading Medieval Literature	English	C+	Memory and the Irish Stage	English	C+
Introduction to Moral Philosophy	Philosophy	B-	Applied Ethics	Philosophy	C+			
Literature in Context 1	English	C+	Reading the Story of Ireland: Irish Literature in English	English	C			
Stage Crafts: Working in the Theatre	Drama Studies	C	Hollywood	Film Studies	C-			
A Hitchhiker’s Guide to Philosophy	Philosophy	C	From Victorian to Modern Literature, 1830 - 1914	English	D+			

APPENDIX 4

LEAVING CERTIFICATE RESULTS 2010		
Subject	Level	Grade
Biology	Higher	B1
Art	Higher	B2
French	Higher	B3
Physics	Higher	B3
Geography	Higher	B3
English	Higher	C1
Maths	Ordinary	A1
Irish	Ordinary	B1