37 Brian Boru Avenue, Clontarf, Dublin, D03 Y5R9

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## Work Experience

02/2013- **Law Clerk,** Hibernian Legal, 15 Upper Ormond Quay, Dublin D07 Y6KA.

05/2016 This is a position in the Litigation Department of a Town Agency. Responsibilities included:

* Preparing legal documents for High, Circuit and District court offices
* Stamping and filing papers in relevant court office
* Drafting legal documents such as Appearance and Affidavit of Service
* Attendance at court – Master’s Court, High, Circuit, Employment Appeals Tribunal
* Tasks such as Handing up papers, Taking notes, Consent applications, Watching Brief
* Reviewing and amending Probate Papers for assessment in the Probate Seat Office
* Making sure I was up to speed with changes in practice and procedure in relation to the above objectives
* Writing reports, notes and maintaining databases on all research carried out
* Updating Solicitors on the progress of their papers by telephone or email, and liaising with solicitor when necessary
* Administrative office tasks including scanning, typing, filing in an efficient manner.

07/2010, **Teacher of English as a Foreign Language,** Moyle Park English Language College, Clondalkin,

2011, 2012 This role was a fixed-term teaching contract, teaching teenagers of various nationalities who visited Dublin in order to learn English. It involved such activities as:

* Assessing students’ ability and tailoring class plans to suit their abilities and needs within the school’s programme.
* Setting and correcting examinations.
* Organising various excursions, and supervising students on these visits.

09/2010- **Researcher,** Kingstown College of Further Education, 89 Upper Georges Street, Dún Laoghaire.

05/2011 This role was a fixed-term project to design a training programme for a corporate consultancy firm. It involved identifying a gap in the market in such training, and conceiving and devising a relevant training programme.

2004 2008 **Teacher of English as a Foreign Language,** ESIC Idiomas, Pamplona, Spain

2003 2004 **Teacher of English as a Foreign Language,** The Dublin School, Castellón, Spain

Taught students of English ranging from children to adults. Included preparing students for Cambridge First and Advanced Certificate and TOEFL (The Test of English as a Foreign Language) and teaching Business English to adults in companies.

Taught students of all ages and levels in groups and individual classes in a private academy.

Work experience gained prior to this has included work in the Access Programme Office, NUI, Galway where tasks included compiling and presenting information in databases and tables, using mail merge and customer service to members of the public both in person and over the phone, as a Library Assistant in Galway City Library, Sales Assistant work in Dunnes Stores, Terryland, Galway, and a summer spent working as a furniture mover and painter in Boston, Massachusetts, in the United States.

## Education

20122016**FE1 (Final Examination, First Part) of the Law Society of Ireland.**

Exams passed to date: Contract, Property, Tort, Company, Criminal, Equity.

2013 **Legal Secretary Diploma - Irish Law in Pitman Training, Pearse St, Dublin 2**

A course which has given me a thorough understanding of different legal specialisms - conveyancing, wills and probate, company law, family law and civil litigation as well as training in office management and typing including Audio Transcription

* 1. **Postgraduate Diploma (Law)**. Dublin Institute of Technology, Aungier Street, Dublin 2. Awarded Second Class Honours Grade One
  2. **Master of Arts (Early Modern History).** University College Dublin. Awarded First Class Honours
  3. **Bachelor of Arts (History and English)**. University College Dublin.

Awarded Second Class Honours Grade One

# Profile of other Training and skills

* **Languages:** Diploma in Spanish from the Cervantes Institute (2008). Excellent standard of Spanish from living in Spain for 5 years, which I have maintained by attending classes at the Cervantes Institute in Dublin (2010-2011), and practicing Spanish with friends and acquaintances.
* Certificate in TEFL (Teaching English as a Foreign Language) from National University of Ireland, Galway.
* **Communication:** Verbal and written communication skills have been honed by teaching English as a foreign language successfully giving presentations to large groups of people and writing clearly and concisely in college assignments. Have lived in a foreign country and met and worked with people of diverse backgrounds. Have attended at and made applications in court.
* **Time management:** Time management skills were mastered from teaching, research project and working in a busy office.
* **Customer service skills:** Have worked in several environments that have involved interacting with the public.
* **Research skills:** Have a keen interest in history, which has resulted in a Masters Degree in Early Modern History, and a published article in the UCD History Review.
* **Project Management:** Co-ordinated research on thesis alone and on own initiative across several libraries, have prepared and taught classes.
* **Analytical Skills**: Developed ability to think originally and imaginatively through academic work, have investigated and explained information in essays, thesis preparation and presentation.
* **Computer skills:** Experience of using PowerPoint and Office in a working context both in the teaching and research roles mentioned above.
* Excellent general IT skills.
* Course in Office Applications and Computer Skills from FÁS Training Centre, Galway, Ireland (2003) Covered spreadsheets, PowerPoint, Office Procedures, File Management and Networks.