**Jessica Dunne**

Ballykeeran, Athlone, Co. Westmeath, Ireland. N37E9E4

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A reliable, hard-working, and motivated Final Year BCorp student in NUI Galway. Excellent ability to work on my own initiative as well as part of a team. Developed the ability to work efficiently and effectively under pressure during my internship in MacDermot and Allen Solicitors which lead to me being kept on as a legal secretary. Excellent oral communication skills established through dealing with the public gained through working in Swamp Fashion and Zara. Interested in business subjects such as accounting but keen to develop a career in law after my studies in NUI Galway.

**Education:**

* **SEPT 2018 TO PRESENT Bachelor of Corporate Law, NUI Galway.**

1st year results: Introduction to Financial Accounting (73%), Contract Law (70%), Introduction to Management Accounting (67%), Tort Law (60%), Constitutional Law (60%), Buisness Information Systems (60%), Irish Legal System (56%), Management Information Systems (43%), Legal Methods and Research (41%).

Overall result for 1st year = 60% 2nd class hons grade 1.

2ND Year modules: Business Finance (74%), Commercial Law (66%), Company Law 1 (66%), Company Law 2 (68%) European Law 1 (63%), European Law 2 (67%), Principles of Microeconomics (52%), Principles of Macroeconomics (72%), Marketing Principles (74%), Management (61%), Entrepreneurial Venture Development (62%) and Essay (64%).

Overall result for 2nd year = 65.75% 2nd class hons grade 1.

3rd Year: 8month Professional Work Placement. Pass or fail grading system. Grade received: Pass.

Final Year Modules: Alternative Dispute Resolution, Administrative Law, Banking Law, Criminal Law, Equity, Evidence, Land Law, and Moot Court.

Anticipated Result: 1st Class Hons.

* **SEPT 2012 TO JUNE 2018 Our Lady's Bower, Athlone** **(Overall Points 458).**

Biology (H1) Geography (H2) Accounting (H3) Maths (H4) English (H5) German (H7) Irish (O3).

**Work Experience:**

**10TH SEPTEMBER 2020 TO 13TH AUGUST 2021 INTERN/LEGAL SECRETARY AT MACDERMOT AND ALLEN SOLICITORS:**

* Shadowed the principal of the firm and acted as her legal secretary for the duration of my time here.
* Drafted various legal documents for areas of law such as Conveyancing, Probate, Enduring Power of Attorney and Family law using a dictation system.
* Preformed general office duties and administrative tasks daily.
* Liaised with senior counsel, professional colleagues, and clients daily.
* Drafted legal Bills for clients.
* Assisted the three acting solicitors on research and various cases.
* Assisted the supporting staff and accountant in their daily tasks also.

**11th NOVEMBER 2018 TO 10th JANUARY SALES ASSISTANT AT SWAMP FASHION ATHLONE**

* Monitor and replenish stock.
* Process cash and credit card transactions.
* Opening and closing store including cashing up tills.
* Dealing with customers on a personal level and providing customers with advice on the right products for them.
* Keeping on top of daily and weekly sale figures in order to hit our stores weekly and monthly targets.
* Working as part of our store team to ensure we hit these targets.

**25th SEPTEMBER 2020 to Present SALES ASSISTANT AT ZARA ATHLONE.**

* Monitor and replenish stock.
* Keep store floor tidy and looking well.
* Assist customers with any queries they may have.
* Processing cash and credit card transactions.
* Keeping on top of daily and weekly sale figures in order to hit our stores weekly and monthly targets.

**2nd JULY TO 27th JULY 2018 MONTH INTERNSHIP AT RUSSEL BRENNAN KEANE ACCOUNTANTS**

* Shadowed senior accountants as they performed their duties.
* Assisted with research, filing and data entry.
* Recorded and maintained accurate financial records.
* Prepared and drafted financial statements.
* Performed general office duties and administrative tasks.
* Was given an opportunity to continue my career in accounting but was set on following my legal career in college.

**JUNE 2016 TO SEPT 2017 OFFICE ASSISTANT AND FACTORY FLOOR ASSISTANT, EMERALD CONVERTING LTD**

* Monitored and filed customer and supplier invoices.
* Received messages by answering phones and ensured a high level of professionalism when doing so.
* Handled the writing of delivery dockets for outgoing deliveries.
* Organized labels and product sheets daily.
* Assembled product by heating, sealing and palletizing the finished product.
* Adhered to safety regulations on a factory floor and when operation machinery.

**Skills**

**Communication**: Excellent communication skills both orally and written. Developed this skill through liaising with professional colleagues, Junior and Senior Counsel, and clients in MacDermot and Allen Solicitors. Good writing skills from various assignments completed in college.

**Problem solving**: Strong ability to adapt to various roles and take an analytical approach to problem solving. Enhanced this skill through my experience in RBK accountants and MacDermot and Allen Solicitors.

**Organisation**: Excellent organisational skills gained from working in Emerald Converting through monitoring and filing customer and supplier invoices. Commuting to college on a train from Athlone as well as having a part-time job based in Athlone has giving me real-life experience in time management and the importance of organisation.

**Computer skills**: Accomplished computer skills which I have developed throughout my education. Focused on these skills in some of my 1st year subjects in college, management information systems and legal methods and research.

**Hobbies and Interests**

An active member of alpha de beta society in Our Lady’s Bower throughout my time in secondary school. Thoroughly enjoyed participating in scheduled debates as well as impromptu debates.

Irish dancing. Danced from the age of 5 to 15 competitively. Although I don’t train currently, I still hold Irish dancing close to my heart. Won numerous championships including Leinster bronze medals.

Horse riding. Horse riding is a family passion and something I thoroughly enjoy in my free time. Horse riding showed me the skill of analysing risk involved with various tasks and how to mitigate the risk for myself and others around me to ensure a safe and enjoyable experience.

Stage school and musicals. Only recently left attitude stage school in Athlone when starting college. Competed in the all-Ireland variety show winning numerous trophies as a group.

An active member of the FLAC society, law society and the buisness society at NUI Galway.

**References**

* CLAIRE O’DOHERTY 091 – 567 071 MACDERMOT AND ALLEN SOLICITORS
* MARY LANGAN 09064-80600 RBK ACCOUNTANTS
* JEAN FITZGIBBONS 086 – 130 2274 ZARA ATHLONE
* TINA HENRY 09064-50612 SWAMP ATHLONE

\*MORE PAST RETAIL AND FACTORY EXPERIENCE AVAILABLE ON REQUEST!