Jessica O Driscoll

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 Final Year BCL Law Student at University College Cork

FE1 Candidate

**EXPERIENCE**

**LEGAL ASSISTANT/RECEPTIONIST PJ O DRISCOLL & SONS 24 JULY 2023- CURRENT**

* I undertake client queries, via telephone, email and in person, and guide them to the solicitor and/or secretary they require.
* I am in charge of keeping the reception area tidy, and taking payments over the phone, in person, and by post, via cheque, cash, and Visa.
* I have become proficient with Word, Excel, and the firms online filing system “Partner”, where I undertake research for the firm’s cases.
* I assist the solicitors with filing cases, and aid them in matters they need assistance with, such as drafting closing documents, preparing Booklets of Title, and filing litigation documents for court.

# LEGAL CHEEK CAMPUS AMBASSADOR LEGAL CHEEK 7TH AUGUST 2023- CURRENT

# I am currently undertaking a role as a Legal Cheek Campus Ambassador for University College Cork.

# In my role, I am in charge of promoting events hosted by Legal Cheek in partnership with Travers Smith, by posting on social media, in law group chats, and by informing other students around campus of these events.

## Secretarial Assistant  O’ Donovan Murphy & Partners Solicitors Bantry 10 February- 14 Febraury 2020, October 2022

* I completed various jobs around the office and in town for solicitors and for their assistants, such as delivering post, photocopying, typing up documents and filing.
* I developed great IT skills while working there, and got a great understanding into what a career in law entails.
* I have returned to the firm numerous times since 2020, primarily in October 2022 where I completed similar work.

**RETAIL ASSISTANT TESCO WILTON SHOPPING CENTRE 29 AUGUST 2022- July 21 2023**

* As part of my role, I dealt with customer queries as part of the shops Hardware and Clothing Departments. I stocked shelves, dealt with stock take, catalogued waste and reduced products, and changed different sections merchandise plans. I also took phone call queries from customers about products sold in my department, and aimed to help them to the best of my ability.
* I was also checkout trained, which gave me confidence in dealing with customers one to one and dealing with any queries that they had whilst serving them.
* I learned a great deal about the retail industry in my time here.

*References on request*

## Education

* I attended Colaiste Pobail Bheanntrai, in Bantry Co Cork, where I achieved 532 points in my Leaving Cert.
* In regards to my Law degree, I have recently achieved a 2:1 in my second year summer exams.
* I am apart of the UCC Law Society, and regularly attend events organised by the society, such as socials and firm open days.

**CERTIFICATES AND LICENCES**

* William Fry WFirst Open Day Programme January 2023
* I was selected by William Fry, along with a handful of other law students across the country, to take part in their open day in their Dublin office.
* We learned about what a career in corporate law could be like, and work shadowed trainee solicitors to see what their day to day life is like.
* Legal Cheek Commercial Awareness Academy Certification, issued by Barbri Global in June 2023
* Throughout this workshop, which consisted of five hour long videos, examined by a short quiz at the completion of each video, I learned more about the inner workings of a law firm.
* I am now able to demonstrate commercial awareness, and possess a great deal of knowledge about the economic side of a law firm.
* UCC Law Society Conference Certificate of Attendance 2022

I attended the UCC Law Society Conference, where I was able to learn more about a career in law through various workshops organised by the society.