**WHITNEY LIJOKA**

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**EDUCATION**

**2022 to 2023 Master of Laws Degree (International and Comparative Business Law), University of Galway**

**Modules Legal Skills: Commercial Practice Advocacy and Dispute Resolution, Advanced Intellectual Property Law and Development, Advanced Legal Research and Methods, Business and Human Rights, EU External Relations Law and Advanced Comparative Law**

**2017 to 2021** **Bachelor of Corporate Law (Hons), University of Galway, 1st Class Honours**

**Overall Result for Degree 70.00%**

**Relevant Final Year Modules**

**Guided Research Essay 73%, Intellectual Property Law 72%, Land Law I 68%, Land Law II 76%, Equity I 65%, Equity II 68%**

**4th Year Overall Grade 2.1**

**3rd Year Overall Grade 1.1**

**2nd Year Overall Grade 2.1**

**1st Year** **Overall Grade 2.2**

**2017 Leaving Certificate, St. Dominic’s College Cabra Dublin 7, 398 points**

**WORK EXPERIENCE**

**2021 – 2022 Case Assessment Officer/Executive Officer,** **Investigations and Sanctions/Tribunals Residential Tenancies Board, O'Connell Bridge House, D'Olier Street, Dublin 2**

**Responsibilities**

* Resolved conflicts between tenants and landlords by investigating facts and utilising relevant law namely the Residential Tenancies Act 2004. Widened knowledge of landlord and tenant law while simultaneously educating the public.
* Compiled evidence submissions in the form of case files and kept track of 8 cases a week. Showcased agility/positivity in dealing with constraints, different personalities and unforeseen changes.
* Oversaw the work of outside contractors including Capita and decision makers. Clarified necessary information to guarantee responsibilities were adhered to.
* Devised routine correspondence and legal documents. Demonstrated high levels of writing expertise while collaborating with numerous stakeholders.
* Operated core financial practices, such as purchase order/invoicing setup and payment. Succeeded in learning two processes and instructed new team members on same.
* Evaluated trends/anomalies by conducting extensive data scraping. Showcased capacity to quantify and analyse by providing reports and making recommendations.

**2019 - 2020 Legal Intern/Paralegal, Central Bank of Ireland, North Wall Quay D01 F7X3**

**Responsibilities**

* Orchestrated meetings and events by booking rooms and preparing agendas later adapting to the WebEx platform with the rise of coronavirus. Delivered a new way of operating for the team which clarified collaboration practices.
* Catalogued hard and soft copy documents in existing participant folders and case management software databases. Earned a great appreciation for organisation in streamlining work functions.
* Edited legal documents and facilitated online correspondence via email and letter etc. Achieved an urge for thoroughness when drafting assigned works.
* Took-charge in supporting the operations team with the procurement of services and recruitment practices. Mastered multitasking whilst working with two teams and work streams.
* Displayed excellent telephone manners when speaking with prominent judges and various other stakeholders. Grasped how to pinpoint conversation concerns to ensure efficiency.
* Authored a research paper on diverse decision-making processes that supported the Central Banks Regulatory Decisions Panel. Demonstrated public speaking competences by presenting the findings of the paper to senior management.
* Court attendance as watching brief to take note of cases verdict. Showcased active recall and comprehension by outlining the findings to the team.

**OTHER ROLES** Luxury Sales Associate, Brown Thomas, 88-95 Grafton Street, Dublin 2, D02 VF65.

Sales Associate, Victoria’s Secret, 28- 29 Grafton Street, Dublin 2, D02 C953.

Sales Associate, Penney’s, Level 2 Dundrum Town Centre, Dublin16, D16 X957.

**SKILLS PROFILE**

Communication: Exceptional communication skills enhanced through selling to customers to achieve goals. Strengthened by working as part of a team in a fast-paced office environment.

IT: Highly knowledgeable in Microsoft tools (Word, Excel, PowerPoint and Dynamics 365), E-Mail, and Social Media. Adept in RelativityOne, an eDiscovery technology designed to help legal professionals store and control documents across platforms and countries while meeting supervisory duties.

Analytical: Proven ability to take a diagnostic and critical approach to researching and solving problems set out in the work environment and in numerous academic projects.

Organisational: Strong organisation skills acquired through projects/assignments and prioritising tasks to meet deadlines. Furthermore, juggling work and personal obligations.

**ACHIEVEMENTS**

* Founding member of the **Central Bank of Ireland Cultural Diversity Network**. Bolstered the inclusion and celebration of ethnic minorities within the bank.
* **Dóchas Society** committee member serving over 100 students weekly. Conversing with students to improve morale and create a friendly and tolerant environment on campus.
* Volunteering with **the Early Learning Initiative (ELI)** which aims to help children in the docklands with drawing and literacy skills through the provision of an afterschool programme.

**INTERESTS/HOBBIES**

Cooking: Enjoy making dishes from several countries and love discovering new recipes.

Travelling: Appreciates diversity/culture and delights in discovering hidden gems and local favorites.

Netflix Connoisseur: Fond of watching movies and series, current favorites are Greys Anatomy and Kaleidoscope.

References available upon request.