***Emma Elizabeth Jackson***

Date of Birth: 12th October 1995

Address: Apartment 7, Merrion Woods,

Stillorgan Road, Dublin.

Mobile number: 0851135615

E-mail: emma.jackson8@mail.dcu.ie

Education

St. Raphaela’s Primary School, 1999-2008

The Teresian School, 2008-2013

The Institute of Education, 2013-2014

Dublin City University (BCL), 2014-2017

# Work Experience

Susan Barry Hair Design, 2012-2017

* I worked at Susan Barry Hair Design part-time while I was in college and I also worked there at the weekends while I was in secondary school.
* Worked with a team to ensure the highest standards of customer service.
* Responsible for checking inventory and stock management.
* Responsible for operating the till and cash management.
* Trusted to maintain excellent organisation and hygiene within the salon.

Baily Homan Smyth McVeigh Solicitors, 2016-present

* I worked both summers of 2016 and 2017 in the property department and litigation department respectively and I work here presently in the property department.
* Responsible for reviewing title deeds, drafting letters to clients and solicitors, organising contracts, leases and other similar documents for execution and creating bills of costs, invoices and statements of accounts.
* Organised briefs for court and barristers, dealt with debt collection claims, drafted correspondence, assisted solicitors in court and attended barristers in court alone when necessary.

The Radisson BLU St. Helens Hotel, June 2015-August 2015

* Responsible for organising the set-up for weddings and other events and pre-empting clients needs.
* Trusted to handle cash and operate the till at events.
* Responsible for training in new members of staff up to a five star hotel standard.
* Responsible for ensuring excellent client service in a high-pressure and busy environment.

Achievements

* Elected as treasurer of the DCU International Relations Committee.
* Avid horse-rider having won a number of rosettes and also participated in polo cross competitions for DCU.
* Studied abroad in Spain for two months and gained a great insight to Spanish culture and language.
* Completed the ECDL.
* Volunteered for 13 weeks in The Women’s Aid Agency which supports women in crisis.

Skills & Strengths:

I am ambitious, hard-working and personable. Having worked as an intern in a solicitors firm I have learned how to interact with clients and co-workers in a professional environment. I pride myself on my determination to consistently produce work of a high quality. I understand that the nature of working in a corporate firm can be fast paced and often high pressure, which is an environment in which I thrive. Working as a part of a team can be extremely rewarding and is something that I really enjoy in my current workplace.

References:

Brian Baily (Partner – Baily Homan Smyth McVeigh Solicitors) - bbaily@bhsm.ie ; 01 4408300

Susan Barry (Owner – Susan Barry Hair Design) 086 3349688