GLORIA NKENCHO

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**Education and Qualification.**

2014-2018 Maynooth University: *BCL in International Law and Business, 2:1*

2016-2017 Greenwich University London: *Year Abroad*

2018-2019 National University Ireland Galway: MSC in International Comparative Business Law, *results pending.*

**Legal Work Experience**

2016-17 **Greenwich Legal Advice centre:** Held position of Trainee legal advisor. Duties included: Contacting Potential New Client and completing PNC forms.

 Drafting Referral Letters when necessary, conducting client fact finding interviews under supervision of qualified solicitor, undertaking legal research, opening files for new clients, drafting attendance notes and advice letters for every client, aiding clients in completing Personal Independence Payment forms and completing witness statements with clients for the national centre for domestic violence.

 **East London Family Court:** Held position of Student legal advisor. Duties included: Attending court hearing with clients, explaining court procedure for clients and filling out Domestic violence forms.

2018 **Adreme Solicitors’:** Held position of Paralegal/Receptionist. Duties included: Legal research, drafting pleadings, attending to clients, organising files, answering the phone and scheduling appointments.

**Non-Legal Work Experience.**

2018 **SKY:** Held position of sky retail agent. Duties included selling sky Tv and broadband. Meeting weekly targets and delivering customer service to new and existing customers.

2017-18 **Victoria Secrets:** Held position of sales assistant. Duties included bra fitting for customers, meeting quarterly targets, increasing sales and building clientele rapport and relationships.

2016-17 **Arc Hospitality:** Held position of Cashier and waitress. Duties included bar duty, taking orders, attending to customers, clearing tables and till management.

2016 **Arnotts- Aungier Danger:** Held position of cashier and barista. Duties included serving customers, checking stock, coffee making and till management.

2015-16 **River Island:** Held position of sales assistant. Duties included attending to customers in fitting rooms, stock prevention and recovery and increasing sales.

**Skills**

**Languages** Level

English Fluent

Igbo Fluent

Irish Intermediate

French Basic

**Computer and IT Literate**

Good knowledge of Microsoft Excel & Microsoft Word. I have also undertaken a Fetac Level

five course in Microsoft.

**Communication and Interpersonal Skills**.

As a result of my previous job positions and extra-curricular activities I have developed

excellent communication and interpersonal skills. I enjoy working with clients. I also thrive

working as part of a team and equally on my own.

**Organization Skills**

Working in the Greenwich legal advice centre I often performed admin duties throughout the

week which equipped with the relevant organization skills needed for an office environment.

Additionally, while working part time, studying and balancing other extra-curricular activities

has ensured that I am always organised and focused.

**Personal achievements and extra-curricular activities**

* Winner of Fingal Young Enterprise 2013.
* Former Vice President of Maynooth university African Society.
* Completed Trinity pathways to law programme.
* Current President of the African student’s association of Ireland.

**Interests and Hobbies.**

 Cooking is one of my favourite past times, I enjoy exploring different recipes, I play a variety of sports such as tennis, badminton and swimming. Event planning is one of my favourite hobbies, I often organise social outings, debates and competitions among my friends and other organisations. I also have a keen interest in hairdressing and I have learnt how to make wigs as a result. In my spare time, I enjoy playing card games such as poker.

*References available on request*