GLORIA NKENCHO

15 Manorfields drive, Clonee Dublin 15

Gloriankencho123@gmail.com | 0852328342

**Profile.**

Recent Masters graduate at the National University Ireland Galway and BCL graduate of Maynooth University with experience in managing groups and projects. Currently studying for the FE1 exams. Keen to start a career in the legal sector. I seek a challenging and a rewarding position to start my career and contribute to the efficiency of the firm.

**Education and Qualification.**

**2018-2019** **LLM: National University Ireland Galway**

Results: 2:1

Subjects included: International commercial property law, Moot court, Commercial law in practice, Alternative dispute resolution, Internet regulation.

**2016-2017** **Greenwich University London: Erasmus**

Results: 2.1

 Subjects included: Legal Placement, Advocacy and professional ethics, International law, Corporate social responsibility.

**2014-2018** **BCL Hons: Maynooth University**,

 Results: Business 1:1, Law 2:1

 Subjects included: Equity and Trust, Land law, Media Law, Employment law, Strategic human resource management, Strategy stimulation, Business ethics, Negations, and dispute resolutions

**Legal Work Experience.**

**Jun 2019-Jun 2019 Matheson Law Firm, Dublin**

* Partook in the summer internship programme
* Undertook legal research
* Managed client files and scheduled appointments

**Mar 2018-Mar 2018** **Ad’reme Solicitors’, Paralegal/Receptionist, Dublin**

* Undertook Legal research
* Drafting pleadings.
* Attended to clients.
* Managed client files and scheduled appointments.

**Oct 2016-Mar 2017 Greenwich Legal Advice Centre, Trainee legal advisor, London**

* Contacting Potential New Clients and completing PNC forms.
* Drafting Referral Letters
* Conducting client fact-finding interviews
* Undertaking legal research.
* Administration duties
* Completing Personal Independence Payment forms.
* Compiling witness statements for the national centre for domestic violence.

 **East London Family Court, Student legal advisor, London.**

* Attending court hearing with clients.
* Explaining court procedure for clients.
* Assisting completion of domestic violence forms.

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**Non-Legal Work Experience.**

**Dec 2018- May 2019 Born Clothing, Sales Assistant, Galway**

 **•** Shop floor management

* Customer service
* Till Mangement

**July 2018-Aug 2018 SKY, Retail agent, Dublin**

* Selling sky Tv and broadband.
* Resolving customer issues
* Meeting weekly targets and delivering customer service to new and existing customers.

**Oct 2017- Jan 2018** **Victoria Secrets,** **Sales assistant Dublin**

* Bra fitting for customers
* Meeting quarterly targets
* Building clientele rapport and relationships.

**Jan 2016- June 2017** **Arc Hospitality,** **Cashier/ waitress, London**

* Attending to customers
* Management of tills
* Supporting the tracking and management of inventory in kitchen.

**Skills.**

**Languages** Level

English Fluent

Igbo Fluent

Irish Intermediate

French Basic

**Computer and IT Literate.**

Excellent knowledge of Microsoft Excel & Microsoft Word. Undertaken a Fetac Level 5 in Microsoft.

**Communication and Interpersonal Skills**.

Due to 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,**

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

**Interests and Hobbies.**

Cooking is one of my favorite 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 favorite hobbies, I often organize social outings, debates, and competitions among my friends and other organizations. I also have a keen interest in hairdressing, and I have learned how to make wigs as a result. In my spare time, I enjoy playing card games such as poker. *References available on request.*