

CURRICULUM VITAE

HANNAH AKUEZUOLA GILBERTS-MAŚLANKIEWICZ

Location: Dublin, Ireland
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Relevant Position in Job Search:

Areas: Legal Secretary /Legal Executive/Paralegal / Legal Personal Assistant/ Trainee Solicitor/Legal Receptionist/ Legal Administrator/ Management/ Marketing/ HR Consultant/ Communication/Tourism-Hospitality (Hotel)/Office Assistant/ Customer Service/Fundraiser. Full Time.

Non-Law Work Experience:

2000-Date	Fundraiser – UK Fundraiser London, Keeping Children Safe Online, From Rehab to Life and Mental Health Fundraising.
	Teacher, Trainer, Child-carer, Preschool Coordinator, Nursery Deputy Manager and Nursery Manager –Nigeria, Poland and United Kingdom.
Nov 2017 – Jan 2019	Company Secretary – Nomad Freedom Group LTD London.
2015 – 2016	Customer Service: Adidas and Reebok Agent/Advisor (EU English Speaking and UK lines) via Teleperformance Poland.
May-June 2014	Counsellor (English and Polish) Billy Graham’s Evangelistic Association U.S.A and “Fundacja Festiwal Nadziei”, International Christian Conference: Festival of Hope, Warsaw, Poland.
1998 – 1999	Sales Representative/Receptionist WACIIN GILBERTS MERCHANTILE AND WARES (Printing Press) Aba, Nigeria.

Law Work Experience:

2010 – Date	Lovecareteach World International Christian Group U.K & Poland Immigration Advisor, Legal Clerical works, Legal Advisor, Mediator. Human Rights, Family, Mental Health & Criminal Advocacy, Fundraiser, General Administrative works, HR, Customer Service, Employment Dispute and Resolutions (ACAS assistance). Non-Paid Works. Other private, community projects volunteer in Poland and U.K (Non-Paid works).
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Legal Work Experience as a Legal Secretary/Paralegal in CK Solicitors (Immigration, Wills & Probate) London (2019).

Education/Qualification/Research:

2016 – Present	Technological University Dublin, Ireland – Bachelor of Arts in Law (AR). University of Central Lancashire UK: L.L.M International Business Law & Postgraduate Diploma Level 7 in International Business Law (AR). UK Professional Development Academy: Level Diploma 5 in Legal Secretary & Office Skills (Distinction). London School of Planning and Management U.K. Level 7 Postgraduate Diploma International Commercial Law (Grades Distinction - Merits). Certified March 2019. Postgraduate Level 7 Diploma in Health and Social Care Management (AR). New Skills Academy: U.K. Level 3 Diploma in Legal Secretary (NVQ PASS equivalent). John Academy UK: Level 3 Diploma in Legal Secretary and Office Administration (Distinction). Adam Academy UK: Level 3 Diploma in Admin, Secretarial and PA (Distinction). Diploma Criminal Psychology: e-learn College UK Score 91 %.
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	John Academy UK. Level 4 Advanced Diploma in Psychology (Distinction 100%).
	Level 5 Advanced in Health and Social (Grade Higher Distinction) from Oplex Careers UK.
2017	Graduate Entry of L.L.B Laws – University of London. AR.
2017 – 2018	Level 5 Diploma Certificate in the Montessori Method of English Teaching (NVQ PASS equivalent).
2017 – 2018	Level 3 Diploma in Childcare CPD Accredited St. John's Academy London. Grade: Distinction.
2015/2016 - 2017	Master of Laws: Polish Law – European School of Law and Administration Poland (Ended for Maternity and relocation).
2011- 2012	Master of Science Degree completed in Professional Communication – Management. Clark University U.S.A – EU Poland Campus Grades A-C. Final Capstone Research Dissertation Thesis with Nigerian Embassy Poland: Grade A. Additional Postgraduate Certificate in Communication from University of Social Sciences Warsaw Poland.
2008 – 2011	Bachelors Degree in Tour Operations and Hospitality (Hotel) Management – Skarbek University Poland (Skarbek Graduate School of Business Economics). Grade: 2.1 and above UK equivalent (A: Very Good. GDP 5.25 out of 6 EU ECTS). U.K NARIC Converted as Bachelors Degree.
2002-2005	Teacher Grade 2 Certificate – National Teachers Institute, Kaduna, Nigeria (Pre-primary & Primary Education Grade Distinction to C and Merits).
2003	American English G.C.E, SAEB. Grade Credit 5.
2002	West African Senior School Certificate Grades A-C (Arts & Science including English & Maths). Ubie Community Secondary School Ula Ubie Ahoda West, Rivers State, Nigeria.
1994-2000	Mercy Girls Secondary Ogbor Hill, Aba, Nigeria.
1989-1994	Ogbor Hill Primary School, Aba, Nigeria.
1986 – 1989	Christian Nursery School (St. Mary's Nursery School) Ogbor Hill, Aba, Nigeria.

Personal Skills:**Languages:**

English - Fluent, French - Intermediate, Polish - Fluent, Igbo (Ibo) – Fluent.

Job-related and other skills:

Manual Type Writing, Organisational, Communication & Social skills and Microsoft Office (Word, Power Point, basic Excel, Internet, CRM, SAP & Sales Force).

Achievements: B.B.C World Service International Drama Writing Competition Certificate 2007, World Bank Essay Writing Certificates 2007& 2008 and IPIN winner of Poetry Writing Competition 2003. Other unpublished works for the children, young people and adults.

Professional Membership: Parapsychological Association (PA Support Member), National Paralegal Association - NPLA (Registering membership Paralegal Licence to Practice Associate Member and Paralegal Secretaries).

On behalf of Hannah Akuezuola Gilberts-Maslankiewicz for the Pursuant of employment referring to the section 54(1) of the Modern Slavery and Human Trafficking Act 2015 and GDPR Statement May 2018.

References and other work experience related history upon request.