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Co. Dublin

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# EDUCATION

Primary: **St Brigid’s National School, Cabinteely** – 2000 to 2009

Secondary: **Rathdown School** – 2009 to 2014

Third level: **Dublin City University, Law and Society -** 2014 to 2017. I recently graduated with an overall 2.1 grade. I obtained 2-1 average in my first year, a 2-2 average in second year and a 2.1 average in third year.

# QUALIFICATIONS

* Junior Certificate 2011
* Leaving Certificate 2014 – 435 points.
* A qualified assistant tennis coach. I completed a training course in 2012 and coached the DCU beginners’ tennis teams for 2 years in college.
* Law and Society (BCL) Degree – 2.1 grade

## WORK EXPERIENCE

* **Gordon Judge Solicitors** – I worked as a Legal Executive from September to January 2018. The firm specializes in banking and commercial work with a staff of 12. One of the tasks delegated to me was the preparation of outsourced standard security and bank account documentation which the firm prepares on a volume basis for one of the main banks. I also prepared title registration to the Property Registration Authority.
* **Claremont Hotel, Berkeley, California** – June to August 2017 – I coached children aged 4 to 6 for a period of 2 months. I was responsible for teaching them the basics of tennis through different games and drills to keep their attention.
* **The Three Tun Tavern, Blackrock**. I worked as a server of both beverages and food for a period of 6 months, working evenings and weekends during my first year at College.
* **Base, Stillorgan**. I worked as an order taker for 9 months, taking orders over the phone, in store and online from customers. I was also given the authority of counting up the cash at the end of the night and closing the shop.
* **Beauchamps Solicitors** – Summer Internship in the Litigation department. I was involved in social media research on a topical case. I went to court and witnessed cases involving defaulting mortgages. I assembled and prepared documentation for trial. I carried out a marketing research project.

**ACHIEVEMENTS**

* Transition Year charity trip to Kenya with Nyumbani Kenya Orphan Aid. Going to Kenya helped to develop my communication skills and independence. We met and worked with the children in the Orphanage in Nairobi and also worked outdoors on the farm in the Nyumbani Village which is located in the bush about 4 hours’ drive from Nairobi. I am still involved with the charity Nyumbani Kenya Orphan Aid and regularly involve myself in their events.
* Vice House Captain of Hall House, Rathdown School.
* School Prefect, Rathdown School. I was designated as second year prefect and was the first point of contact if any second year students had an issue needing to be addressed. I bridged the gap between the students and their teachers.
* Treasurer of DCU Tennis Club 2015-2016. My duties included preparing the club’s grant application for its funding from DCU. I was also in charge of the club’s accounts and the spending of the club’s money.
* Leinster Tennis Squad from u10-u16
* **INTERESTS**
* I am an avid tennis player as well as a coach in Tennis. I played on DCU women’s Tennis team in 2015 and 2016. I represented DCU in the National Indoor Championship and managed to achieve semi-final status in 2015. For the two consecutive years I represented DCU in the intervarsities and again achieved a semi- final placement. I also play class 1 tennis for Fitzwilliam Lawn Tennis Club.

Hannah Judge February 2018