**Hannah Judge BCL 2.1**

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**Professional Profile:**

* 15 months experience (Banking, PRA and Practice Administration) as a Legal Assistant in Gordon Judge Solicitors.
* Sitting final (3) FE-1 examinations in March 2019.
* 2.1 grade in Law and Society (BCL) Dublin City University in 2017.

**Education:**

* Dublin City University: Law and Society (BCL) – 2.1 Grade (September 2014 – May 2017)
* Rathdown School, Glenageary: Leaving Cert – 435 CAO points (September 2009 – May 2014)

**Work Experience**

**Legal Assistant in Gordon Judge Solicitors** (September 2017 – January 2019)

<https://gordonjudge.ie/>

The firm specialises in banking and commercial law with a staff of 15.

* **Banking:** Preparation of outsourced standard security and bank account documentation which the firm prepares on a volume basis for one of the main banks.
* **PRA:** Preparing applications to the Property Registration Authority.
* **Practice Administration:** Completing standard emails and letters on behalf of the firm to other solicitors. Scheduling, filing and organising files upon the closing of a transaction.

**Legal Intern in Beauchamps Solicitors** (July 2016-July 2016)

 [https://beauchamps.ie/](https://beauchamps.ie/%20%20)

* Summer Internship in the Litigation department for one month.
* Responsible for social media research on a topical case.
* Attended court and witnessed cases involving defaulting mortgages.
* Assembled and prepared documentation for trial.

**Tennis Coach in Claremont Hotel, Berkeley, California** (June 2017 – August 2017)

* Coached children aged 4 to 6 for a period of 3 months.

**Base Woodfired Pizza, Stillorgan** (June 2016 – March 2017)

* Worked as a part time order taker for 9 months, taking orders over the phone, in store and online.
* Responsible for counting up the cash at the end of the night and closing the shop.

**University Involvement:**

**Dublin City University Tennis Club** (Sept 14 –May 2017)

* ***Club Treasurer for 2015 and 2016:***My duties included preparing the club’s grant application for its funding from DCU. Responsible for club’s accounts and budget.
* ***Tennis Player 2015-2017:***Represented DCU in the National Indoor Championship and managed to achieve semi-final status in 2015. Represented DCU for two consecutive years in the intervarsity tennis championships and again achieved a semi-final place.

**Achievements and Hobbies**

* **Tennis:** Captain of the Class 2 Women’s Winter League Team 2019 for Fitzwilliam Lawn Tennis Club
* **Hiking:** Walked part of the Camino in October 2018.
* **Sixth Year Prefect 2013:** Responsible for second year students.
* **Vice House Captain 2013:** (Sixth Year) Hall House in Rathdown School.
* **Volunteering:** Transition Year charity trip to Kenya with Nyumbani Kenya Orphan Aid.