

# Jade Doyle

**Mobile:** +353 87 337 9568 **Email:** jadedoyle225@gmail.com

**Citizenship:** Irish

## PROFILE

Currently in the first year of a two-year master's in law at Queens university, Belfast. Achieved a 2.1 (Second Class Honours) in BA in Arts, Digital Humanities, majoring in English and minoring in History. Seeking a Training Contract for 2024.

## CAREER EXPERIENCE

### Paralegal, McShane & Co Solicitors

01/10/2022-

34 Hill St, Newry BT34 1AR, United Kingdom

- Guarantee confidentiality and organisation is maintained when dealing with private information.
- Worked with Bighand and ALB.
- Processed cases, trial bundles and attended court mediations.
- Maintained a positive and professional work atmosphere.

### Visitor Experience Ambassador with GPO IEC Limited

10/04/2022- 10/09/2022

GPO Museum, O'Connell Street Lower, North City, Dublin

- Researched and conducted daily tours with tour groups of up to 30 people, placing a strong emphasis on customer care.
- Developed strong communication skills as I was responsible for tour management, resolving issues and insuring issues were settled quickly.
- Developed public speaking skills, answering questions, and speaking extemporaneously.
- Managed daily cash and audit reconciliation.
- Answered main office lines as needed, provided customer service support, and directed calls.
- Managed necessary paperwork with efficiency and confidentiality.
- Demonstrated a high level of administrative competence.
- Created Digital Media
- Analysed problems with management to improve the gift store, identifying products that didn't sell.
- Trained an incoming staff member, aiding their acclimation to the job.

## EDUCATION AND TRAINING

### Masters in law

20/09/2022-

Queens University, Belfast

### Bachelors in Arts

10/09/2019- 10/05/2022

Awarded a Second-Class Honours, upper division (2.1) from Dundalk Institute of Technology, Dublin Rd, Marshes Upper, Dundalk, Co. Louth.

### Leaving Certificate

17/05/2018

St. Mary's College, Dundalk, Co. Louth.

