**Jade Du Berry**

Heron Cottage, Glencormac, Kilmacanogue, Bray, Co. Wicklow

29.09.1995 jadeduberry@gmail.com 086 222 5360

**Education**

**University College Dublin Business & Law (BBL)** September 2014 - Present

Final Year GPA: 3.9 (Current)

Third Year GPA:3.8 (Overall)

Second Year GPA: 3.73 (S1) 3.60 (S2) 3.67 (Overall)

First Year GPA: 3.78 (S1) 3.73(S2) 3.75 (Overall)

Academic ranking: 7th out of 110 students in the UCD Business and Law class 2017

**University of New South Wales, Australia Exchange student**

February 2017- June 2017

Selected to study at the University of New South Wales on behalf of University College Dublin for Semester 2 of 3rd year, 2016/2017

**Loreto Secondary School Bray**

September 2008- May 2014

Junior Certificate 2011: 9 A’s – all subjects sat at Higher Level

Leaving Certificate 2014 : 560 Points – all subjects sat at Higher Level

 English A1

 Mathematics B1

 Irish A2

 History A2

 French B1

 Physics B1

 Art, Craft & Design B1

**Bray School Project N.S.**

September 1999 – May 2008

**Experience**

**Matheson Dublin**

***Summer Intern 2017***

Intern in the tax and structured finance department of Matheson. Conducted research in relation to tax and structured finance queries. Observed meetings and signings of official documents. Drafted various documents, including legal suggestions and handbooks in relation to tax legislation in Ireland. Participated in a variety of legal training activities and presentations.

**Actons Newman Dublin *2016***

***Legal Intern***

Legal intern in Actons Newman solicitors. Drafted formal court documents. Arranged client meetings and undertook general secretarial duties. Responded to client queries via phone and email. Studied legislation in detail and attended cases on trial within the High Court.

**Cavistons Restaurant Dublin *2015 - Present***

Current part-time waitress at Cavistons Restaurant. Duties include greeting customers, taking reservations, responding to customer queries and serving customers. Responsible for opening and closing the premises, counting the till at the start and end of business day and performing stock takes.

**Clovelly Social House Sydney *2017***

Waitress at Clovelly Social House whilst studying abroad in Sydney. Duties included greeting customers, taking orders and arranging reservations. Prepared food and beverages. Undertook barista duties including café art. Responsible for opening and closing premises and performing stock takes.

**Trafalgar’s Bistro Vancouver *2016***

Waitress at Trafalgar’s Bistro whilst working abroad in Vancouver during the Summer of 2016. Duties included organising reservations, greeting customers, re-stocking duties, taking food and beverage orders, barista duties and opening and closing the premises.

**Powerscourt Hotel & Spa Wicklow *2015***

Food & Beverage server at Powerscourt Hotel and Spa (operated by Marriott International). Underwent extensive fine dining and customer service training to ensure all guests experienced 5-star service. Responsible for opening and closing the premises. Underwent wine, cocktail and barista training. Responsible for greeting guests and organising reservations.

**Plucks of Kilmacanogue Wicklow *2014-2015***

Waitress and bartender at Pluck’s bar and restaurant in Kilmacanogue. Duties included greeting customers, taking food and beverage orders, organising reservations and opening the premises.

**Personal Achievements**

Level 8 in Irish Harp. Trained at the Dublin Institute of Technology’s Conservatory of Music.

Ranked academically within the top 5 and top 10 of the Business and Law class 2015 and 2017, respectively.

UCD Entrance Scholar, 2014.

Selected to represent UCD studying abroad at the University of New South Wales, Sydney Australia during semester two of third year in 2017.

Director of the drama club in Loreto secondary school Bray, 2014.

Senior prefect in Loreto Bray, 2014.