

JAMIE DODDY

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Educational Qualifications

Masters in Common Law (M.C.L) – University College Dublin, Belfield, Dublin 4

(September 2009 - May 2011)

Grade Achieved: Second Class Honours, Grade One (2:1).

Core subjects: Constitutional Law, Contract Law, Property Law, Tort Law, EU Law, Criminal Law, Administrative Law, Company Law, Equity and Trusts, Evidence Law.

Elective subjects: Consumer Law, Trade Marks, Patents and Unfair Competition, EU Law and Governance.

Bachelor of Arts (B.A.) - University College Dublin, Belfield, Dublin 4

(September 2006 - May 2009)

Grade Achieved: Second Class Honours, Grade Two (2:2).

Core subjects: Economics and Sociology.

Leaving Certificate – St. Mary’s College C.S.S.P, Rathmines, Dublin 6

(September 1996 - June 2006)

Professional Qualifications

Professional Certificate in Financial Advice –University College Dublin, Belfield, Dublin 4

(May 2012 – September 2013)

Modules Completed: Loans, Regulations, Savings & Investments.

Employment Record

Legal Intern – Hayes solicitors, Lavery House, Earlsfort Terrace, Dublin 2

(September 2015 – present)

Responsibilities: Assisting up to ten solicitors, including Partners and Associate solicitors, with an extremely varied workload. My role involves attending client meetings, preparing briefs for counsel, drafting legal documents such as motion papers and affidavits, attending court, collecting and releasing title deeds, filing papers in the offices of the courts, carrying out research and attending mediations.

Marketing Representative – Automotive Team, 86 Furze Rd, Sandyford Industrial Estate, Dublin 18

(April 2014 – January 2015)

Responsibilities: Part-time work in Automotive Team consisted of working as part of the marketing department where the core focus was to create innovative opportunities to promote motor brands in the Irish market. This role involved promotional activity at key events nationwide and incorporated a sales element informing prospective customers about the latest models on the market.

Bank Official – AIB, Bankcentre Branch, Ballsbridge, Dublin 4

(February 2012 – December 2013)

Responsibilities: Establishing and maintaining strong relationships with both new and existing customers. Performing as part of the retail team and identifying new business opportunities for the bank. Dealing with customers' queries, complaints and resolving issues on a daily basis. Responsible for balancing the branch's total cash and ensuring that regulatory levels were safely secured. Continuously developing and maintaining relevant product and industry knowledge in line with Central Bank regulations.

Customer Service Representative – Domino's Pizza, Dundrum, Dublin 14

(March 2007 – November 2010)

Responsibilities: Handling customer orders and queries on a daily basis in person and over the phone. Responsible for balancing cash and gained ample experience in float management. Constantly up selling products in line with set weekly targets. Training of new sales staff, liaising with drivers and ensuring orders were delivered to customers on time. Was offered a managing position but declined due to academic commitments.

Personal Interests

I enjoy keeping fit, playing the guitar, attending concerts and comedy shows, reading and socialising. I am an avid sports fan who over the years has played rugby, football, tennis and golf. I played on and captained a football team in UCD for three years. I currently play football socially two nights per week and enjoy the occasional game of golf. I have taken part in a number of charity fundraiser events, such as Tour De Picnic, which are always both great fun and extremely rewarding. Travelling is another keen interest of mine. During college, I spent my summers backpacking with friends in both Europe and America. Part-time work throughout school and college allowed me to self-fund travel within Europe, America and a working holiday in New York.

Skills Profile

I.T.: Proficient with Microsoft Word, Outlook, Excel, PowerPoint and SPSS. Excellent internet research skills. Experienced in navigating within case law databases, such as BAILII and IRLII.

Interpersonal: Conscientious, hard working, reliable, dedicated, loyal, personable and overall a good leader. Willing and open to receive instruction and advice. An eagerness to excel both academically and professionally.

Teamwork: Competent to work independently or as part of a team. Ability to motivate others, employ tact, share knowledge & experience freely with my colleagues. Strong ability to build relationships both with colleagues and clients. Excellent team leadership skills and ability to both delegate and share workloads with colleagues in busy periods.

Organisational: Proven ability to manage work and academia in an organised and timely fashion.

Communication: Ease of delivery of presentations to an audience. Proven communicative competency in both written and verbal forms.

Full clean driving licence since 2007.

Academic and employer referees and references available upon request.