

Jane O'Quigley

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D.O.B: 03/10/1994

Address: Comeragh Lodge, Silverspring, Clonmel, Co.Tipperary.

Education

2012 – 2016: University College Dublin : Bachelor of Civil Law

2007-12: Ursuline Secondary, Thurles, Co.Tipperary.

Leaving Cert Results: 525 points top 8.4% in Ireland.

Work Experience

2016: Present: O'Connell Brennan Solicitors, 10 Lower Hatch St, Dublin 2 .

- Having interned in O'Connell Brennan in June of this year, I have resumed my position for three months from October- January.
- I am gaining hands on experience in a private client boutique law firm.
- Regularly participating in client meetings and communicating with clients by email and phone.
- Assisting solicitors with research.
- Drafting wills, letters and other various legal documents.

2015: Dec - May 2016: Donnybrook Fair, Morehampton Road, Donnybrook, Dublin 4.

- Part time cashier at an award winning mid-size supermarket.
- Personally responsible for the cash balance in my till, accurate and efficient work is crucial to this.
- Diverse role for which I had to learn to adapt very quickly and take on new roles.
- Worked as part of a store wide team to ensure consistent customer satisfaction.

2015: May – August: The Persimmon Tree & Island Paddleboard Rentals, CA. USA.

- Full time staff at paddleboard rental shop and bathing suit retail store.
- Communicated with brand representatives and ordered new stock.
- Responsible for the preparation and maintenance of rental equipment.
- Operated busy phone line and organised deliveries and collections.
- Gained excellent customer service and team management skills.

2014: June - August: AIB Bank, Grafton S, Dublin 2.

- Interned for 10 weeks in busiest AIB Bank in the country.
- Took on many diverse roles including teller and customer service.
- Dealt with customer complaints and queries.
- Gained invaluable experience working in a fast-paced environment for a large corporation.

2013: June - August: City Learning, Lr. Baggot St. Dublin 2.

- Worked full time in the sales and development department of large compliance training firm.
- Made sales calls to prospective clients.
- Assessed satisfaction of current clients and assisted them with queries.
- Tested and proof-read online training courses.

- Gained valuable team work experience in close-knit office environment.

2012 - 2016: Compass Catering, Aviva Stadium, Dublin.

- Part time waitress at a catering company.
- Worked at many busy venues, including sports events and business functions.
- Delivered top-class service to large numbers of premium level guests.
- Gained valuable experience working alongside a large team in a fast paced environment.

Interests and Achievements

Charity:

Currently working as a research assistant on a Human Rights Education PhD project in association with Amnesty International. I teach a group of transition year students once a week and, upon completion of the fieldwork element, I will be involved in the assessment and evaluation of the results of the project.

Member of the Student Legal Service committee responsible for the organisation of Law and B&L Day in aid of Temple Street Children's Hospital. We organised bucket collections, a tag rugby tournament and a table quiz and raised €9450.

Student Legal Service:

Participated in weekly clinics providing an access to legal advice to UCD students and staff.

Member of the committee responsible for organising the Student Legal Convention 2015, a day of debate and discussion which was attended by almost 100 students from across the country.

Mooting:

Member of the UCD team for the prestigious Philip C. Jessup Memorial Moot Competition 2015 in which our team was commended for outstanding oral advocacy. Mooting perfected my communication skills and acutely developed my confidence, which stemmed from my involvement in debating throughout school.

Working with my teammates four times a week over the course of 9 months towards our final moot solidified my desire to work as part of a collaborative team in the legal field.

Sport:

I have been a keen sailor since I was 9 years old, I played hockey and tag rugby throughout my teenage years and have more recently begun playing golf.

Referees

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