

DOB: 13/08/1998  
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# JEFF WALDRON

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## SUMMARY

A positive, hard-working and determined person. I enjoy making a practical contribution with everything I do, and I always try to offer new ideas. Working with people brings out the best in me and it is important that I contribute to help a team reach its potential. I am similarly not afraid to work on my own initiative.

## EXPERIENCE

### **Joynt & Crawford Solicitors LLP, Dublin** – *Legal Executive – Banking & General Litigation*

June 2022 – Present

- Currently assist Partners and fee earners in debt recovery and repossession proceedings.
- Main responsibilities include preparing files for all stages of proceedings, drafting and preparing various pleadings and compiling briefs for barristers.
- Assisting Receivers with injunction applications against tight turn around deadlines.
- Liaising with County Sheriffs to execute Possession Court Orders and Orders directing occupants to vacate properties.
- Assisted in preparing 200+ files in Plaintiff substitution proceedings.
- Managing annual licensing applications for clubs and restaurants under partner supervision.
- Undertaking research for fee earners in various legislative areas.
- Assisting fee earners in general litigation matters including personal injury, family and employment litigation.

### **KOD Lyons Solicitors, Dublin** – *Legal Executive – Family Law, Civil Litigation & Criminal Law*

September 2019 – May 2022

- Family Law: assisting clients daily with various family law issues such as custody and separation queries; corresponding with solicitors in respect of various client concerns; drafting pleadings to a professional and competent standard; appearing in the family law circuit court on regular occasions.
- Civil Litigation: managed 100+ files relating to in-cell sanitation which clients took against the State, including daily updating clients in relation to their case, preparing paperwork for case settlements and generally corresponding with State solicitors. Further experience preparing briefs for barristers in respect of personal injury cases and drafting and preparing Affidavits of Discovery. Further experience in drafting and preparing bills.
- Criminal Law: making briefs for barristers and attending criminal circuit courts around the country for client's cases.

### **Eason, Swords** – *Sales Assistant*

July 2017 – July 2019

- I assisted with packing shelves, serving and assisting customers, cleaning aisles and displays.
- Overall development of strong interpersonal and communication skills in a fast-paced retail environment.

### **Aoife King Memorial Moot Court Competition, DCU Law Society 2019** – Moot Court Convener

- Organised and ensured the smooth running of the National Moot Court Competition.
- Prepared documentation in relation to the competition and advertised it among DCU law students as well as other university law societies.
- Contacted and liaised with legal professionals include two Senior Counsel and a High Court Judge who acted as judges on the day of the competition.

## EDUCATION

### **Dublin City University,** – *Bachelor's of Civil Law*

September 2017 – May 2021

- Achieved a high 2.1 grade average
- Core law modules completed as well as Employment Law, Healthcare Law and various presentation based modules.
- Achieved a 1.1 grade in my final year thesis which examined the voice of the child in the context of marital breakdown proceedings in Irish family law.

### **FE-1 Examinations**

- Passed all 8 FE-1 Examinations across three sittings, without any repeats.

## AWARDS/PERSONAL ACHIEVEMENTS/HOBBIES

- Various individual sports awards in Gaelic and Rugby.
- I was part of the St. Fintan's High School rugby team which made history by qualifying for the Leinster Schools Senior Cup for the first time in the school's history.
- Winner of the DCU Criminal Mock Trial, 2018.
- Cycled 230km from Clontarf, Co. Dublin to Eyre Square, Co. Galway in July 2021 in aid of Rainbows Ireland and Solas Project.
- I enjoy all sport, particularly rugby and football. I also enjoy cycling, and taking pictures with my Nikon camera.

## REFERENCES

- Academic, professional or personal references may be provided upon request.