

DOB: 13/08/1998
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JEFF WALDRON

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* –

June 2022 – Present

- Debt recovery litigation - drafting and preparing motions and affidavits, compiling briefs for barristers, preparing motion booklets, preparing Ex-parte motions and affidavits for substituted service and plaintiff substitution applications.
- Regularly preparing injunction applications.
- Attending court weekly in the High Court and Circuit Court.
- Scheduling deeds and preparing same for release with solicitors.
- Managing licensing applications for clubs and restaurants under partner supervision.
- Assisting fee earners in general litigation matters including personal injury matters which further involves drafting pleadings and correspondence and all stages of PI actions from PIAB assessments to hearings.
- Conveyancing - receiver and bank sales to include title deeds reviews, drafting contracts and preparing property sales for closing
- I also assist with family law and employment law matters.

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

September 2019 – May 2022

- Family Law: assisted clients daily with sensitive issues; corresponded with solicitors in respect of various client concerns; drafted pleadings; appeared 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. 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

- 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

- 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 (2.1)*

September 2017 – May 2021

- Final Year Results: Jurisprudence 1(64%); Employment Law (64%); Genetics Law & Society (68%); Property Law 1 (64%); Thesis (70%); Law and Body Politics (70%); Jurisprudence 2 (70%); Property Law 2 (70%); Trusts (64%).
- Other core module results across first and second year include: Criminal Law (68%); Law of Torts 1 & 2 (63% & 67%); Contract Law 1 & Contract Law 2 (64% 65%); Company Law 1 & 2 (63% & 60%); EU Law (60% & 67%); Equity (61%); Constitutional Law (64%); Healthcare Law (60%).

FE-1 Examinations

- Contract Law (58%); Constitutional Law (56%) Criminal Law (67%); Company Law (50%); Law of Torts (54%); Property Law (56%); EU Law (57%); Equity & Trusts (50%)

Leaving Certificate

- 455 Points obtained.

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.