



ijawijen6@gmail.com



+353899793573



Dublin



Jeneen Ijawi

EDUCATION

FE1 Candidate
Law Society of Ireland,
Dublin, Ireland

Bachelors of Law Honours
Graduate
Maynooth University,
Kildare, Ireland

LANGUAGES

Arabic, English Native

Spanish B1
Intermediate

Irish B1
Intermediate

JENEEN IJAWI

PROFESSIONAL SUMMARY

Astute legal professional with extensive experience managing high-volume caseloads. Driven to achieve positive outcomes through strategic research and case management. Accomplished in achieving excellent satisfaction ratings through faultless client care.

SKILLS

- Case Management
- Drafting legal documents
- Exceptional writer
- Leadership skills
- Excellent investigative and reporting skills
- Computer literate

WORK HISTORY

January 2024 - Current

Daly Khurshid Solicitors - Legal Lead of the IPO Department, Dublin, Ireland

- Reviewed legal documents for accuracy and compliance.
- Offered comprehensive client advice across various legal matters.
- Supervised legal proceedings from claim filing to case closure within the District Court, Circuit Court, High Court and the International Protection Appeals Tribunal.
- Drafted accurate legal documentation such as grounds of appeal and written submissions from comprehensive research.
- Managed high volume client caseloads through planning and organisation.
- Established strong relationships with external counsel for effective case management.

April 2022 - April 2022

Clifford Chance - Virtual Legal Intern

- Gained vast knowledge of regulations and policies associated with cyber security law.
- Completed practical work on an ICO dawn raid.
- Assessed legal situations after data leaks and responded in accordance with the law.
- Responded and advised on data-related damages claims.
- Used strong work ethic to meet stringent deadlines.