18 Mount Sandford Phone: +353 86 0351337

Drogheda Email: jenniferfloyd45@icloud.com

Co. Louth DOB: 26 January 1998

Republic of Ireland Linkedin: /Jennifer Floyd

Jennifer Floyd

**EDUCATION**

**2016 to Present National University of Ireland, Galway.**

*Bachelor of Corporate Law (B.Corp)*

*Year 1*

|  |  |
| --- | --- |
| *Introduction to Financial Accounting* | *60%* |
| *Introduction to Management Accounting* | *62%* |
| *Legal Methods and Research* | *66%* |
| *Constitutional Law* | *66%* |
| *Contract Law* | *65%* |
| *Irish Legal Systems* | *44%* |
| *Tort* | *68%* |
| *Information Management for Business* | *62%* |
| *Business Information Systems* | *65%* |
| *Business Finance 66%*  *Year 2* |  |
| *Principles of Microeconomics* | *60%* |
| *Principles of Macroeconomics* | *67%* |
| *Commercial Law* | *60%* |
| *Company Law I* | *62%* |
| *Company Law II* | *65%* |
| *European Law I* | *68%* |
| *European Law II* | *65%* |
| *Management* | *67%* |
| *Marketing Principles* | *71%* |
| *Entrepreneurial Venture Development* | *60%* |
| *Essay* | *63%* |
|  |  |

**2013 to 2015 Sacred Heart School, Sunnyside, Drogheda, Co Louth.**

Leaving Certificate Results:

*All Higher Level Subjects:*

*History (A2), English (B3), Business (C3), Geography (C3), Irish (C3), French (C2), Mathematics (D3)*

**2010 to 2013 Our Lady’s College, Greenhills, Drogheda, Co. Louth.**

*Junior Certificate completed.*

**LEGAL EXPERIENCE**

**Dorothy Walsh Solicitors, 20 Fair St, Downtown Drogheda, Drogheda, Co. Louth, A92 DK58**

-Sent a daily briefing to Ms. Walsh. This task was extremely important to update Ms. Walsh of all cases and follow up by her instruction on the next legal action. This involved drafting documents competently and liaising with other solicitors.   
  
- Assisted the firm in a number file submissions. Entrusted with the responsibility of ensuring that aforementioned documents were filed correctly and submitted to the relevant entities on time.   
  
- Attended several closing meetings while responsible for the taking of minutes on all client calls during my time as an intern. I believe this taught me the benefit of communicating effectively on behalf of your client.   
  
- Involved in the daily handling of client sensitive information through the firm's client base VDR. Placed a huge importance on client confidentiality while using aforementioned system

**WORK EXPERIENCE**

**(2017) May – Present: Security Agent,** **ICTS Ireland, Dublin Airport, Terminal 2, Dublin.**

-Passenger security services within the airport environment requires a delicate balance of strict enforcement and quality customer service. This requires excellent customer service skills and communication skills.   
  
-Adapt security measures to those who are disabled or somehow impaired to do regular security procedures whilst still maintaining a through security screening. I believe this shows the ability to respond to passenger's needs and any situation that may arise.   
  
- Settle security disputes or help solve other passenger concerns. This requires the ability to use proper etiquette and good judgment when situations escalate to higher management.   
  
- Operate passport control and prevent a backup of passengers through lines. Maintain high organisation and clean working environment. This requires the ability to work well in a multi-cultural environment with passengers and staff. 

-Hold baggage screening exams are required on a national level to be completed every three years and maintained monthly with the airport. This requires attention to detail and the ability to work under pressure.

- Current post requires the ability to work a flexible schedule that may include evening and weekend assignments while in full time education.

-ICTS Ireland has taught me the importance of data protection and security procedures. In my role here, I have to ensure that security is never compromised and if I believe it has to report the issue immediately. I feel like this is highly transferrable work.

**(2015 – 2017) April: Front of House, Scholars Townhouse Hotel, King Street, Drogheda, Co. Louth.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| - Dealt with long standing customers on a continuous basis maintaining their expectations of the business. Scholars was often used as a business meeting space due to their private dining facilities. This included charging to business books and handling payments of substantial quantities over a monthly basis.   - Assembled, structured and organised all booking sheets of lounge, dining room and hotel. Maintaining a high level of data protection of hotel guests at all times.  - In regular contact with various relevant authorities with any issues relating to stock levels of food, laundry, flowers and other necessities. Ensuring the business operated at the optimum.  -Dealt with customer complaints and dissatisfaction. I assisted in finding solutions to please customers and maintained the highest level of customer service.  -My time spent at Scholars benefited me greatly equipping me with a skill set to deal with any customer queries while essentially being placed on the spot. It taught me the importance of customer service. | | | | |
|  | | | | |
|  | | | | |
|  |  |  |  |  |

**ACHIEVEMENTS**

Grade 1 screener in achieving the highest possible standards.

Drama, Theatre and Speech Grade 7 examination Honours.

Swimming Survival Certificate

The Papal Cross Award

2017 Elected as representative of B. Corp law class.

2014 Prefect to first year students.

**REFEREES**

Ms. Dorothy Walsh Mr. Graham Clare

Solicitor Senior Management 20 Fair Street, ICTS Ireland

Drogheda, Dublin Airport Terminal 2

Co. Louth. Dublin

+41 9807404

[dorothy@dorothywalshsolicitors.com](mailto:dorothy@dorothywalshsolicitors.com) graham.clare@icts.ie