

Jennifer Gillen

jennifer.gillen@ucdconnect.ie

3 Chelmsford Manor

Celbridge

Co. Kildare

DOB: 18/08/97

Telephone No.: +353 85 747 89 46

EDUCATIONAL QUALIFICATIONS

- Currently in my final year of completing a BCL: Law with History – University College Dublin: Current GPA following Stage 3: 3.51
- Erasmus: Completed second semester of third year in the University of Vienna for the period of March to July 2019 taking courses in; Law and Politics of International Conflict Management, EU State Aid law, Roman Property Law, Comparative Constitutional Law, Comparative Family Law, International Protection of Cultural Property, Introduction to Austrian Legal Systems and International Humanitarian Law.
- Completed a Summer Programme run by Fordham Law School on Human Rights Law and Conflict Resolution in Northern Ireland. The course took place in Queens University Belfast and University College Dublin and was conducted by a variety of guest lecturers, the majority of whom played a role in the Northern Ireland peace talks and the subsequent implementation of the Good Friday Agreement. I received an A- grade for this programme.
- Leaving Certificate 2016: 545 points
- Junior Certificate 2013: Irish-A, English-B, Maths-A, Science-A, French-A, History-A, Geography-A, Home Ec.-A, Religion-A, CSPE-A, Business Studies-A.

EMPLOYMENT HISTORY

O’Riada Solicitors: July 2019- Present

Legal Secretary

Positions held in both personal injury defence and conveyancing, wills and probate

Duties: processing cheques received from the insurance company, matching with invoices and sending out, requesting cheques from insurance company, compiling and indexing booklets for trial, compiling booklets of discovery, answering phones, logging calls and responding to queries, scheduling title documents, corresponding with purchaser and vendor solicitors in conveyancing matters, drafting correspondence with pre-contract enquiries, corresponding with lending institutions, transcribing dictation, filing and general administrative matters.

LK Shields Solicitors: January 2019- End of February 2019

Paralegal

Duties: conducting background research, compiling booklets for court, archiving files, delivering and collecting files between firms, representing the firm at careers and internship fairs, general administrative work.

Paul O’Sullivan & Co Solicitors: February 2018-December 2018

Legal secretary

Duties: answering phone calls, compiling case files, drafting pleadings, conducting online searches of court records and legislation, drafting letters and emails to clients and other parties and other administrative work.

White Duck Productions: August 2018

Flyer Distributer at Edinburgh Fringe Festival

Duties: Promoting Irish Comedians David O’Doherty and Danny O’Brien, pushing ticket sales at venue.

Clarks Shoes: May 2017-September 2017

Sales assistant

STAFFUP: March 2017- March 2018

Brand Ambassador

Promotional work on a job by job basis. Previous jobs include in-store sampling and in-store surveying of customers.

JD Sports Xmas: November 2016-January 2017

Sales assistant

Voluntary Work

Concern Worldwide: May 2016- Present

Volunteer primarily working with the Active citizenship department

Work has included:

- Chairing the national school’s debates final in the Helix in 2019.
- Adjudicating school debates and delivering feedback to participants and teachers.
- Covering events on social media accounts.
- Giving a speech at the Cannes Young Lions Conference as a representative of Concern Volunteers detailing my experiences.
- Volunteering in the Global Green Village of Electric picnic 2018 and 2019 engaging with the public to raise awareness for the Sustainable Development Goals.
- Writing a number of blog posts.
- Attending NYCI conference on the future of Europe on behalf of Concern.

- Attending Resurge 2018 Conference in Dublin Castle.
Volunteer Placement: Concern Worldwide Office- June 2018
- Worked in the Active Citizenship department developing resources for a teaching guide on the Politics and Society Leaving Cert course.

Celbridge Together for Yes

- Campaigned and canvassed leading up to the referendum on reproductive rights.

Lucan Library: September 2013-May 2014

Library assistant

Duties included: making calls to clients, assisting clients with computers and printers, data entry, filing books using Dewey decimal system, assisting with toddler group and children's story time.

INTERESTS & PERSONAL ACHIEVEMENTS

- Winner of Concern Active Citizenship Award 2018.
- Qualified for Centre for Talented Youth programmes based on PSAT scores.
- Runner up in the National Concern Debates competition 2016.
- Travelled to Brussels and The Hague with representatives of Concern Worldwide in 2016 to visit the European Parliament, ICC and meet with Concern's partner organization Hivos.
- Travelled Europe extensively during my Erasmus semester.
- Completed CTYI summer courses in DCU in Biomedical Diagnostics, Forensic Archaeology and Behavioural Psychology.
- Completed an engineering course in DCU sponsored by Intel Ireland.
- Captained the Irish debating team to the national finals in 2011 and 2012.
- Was appointed to the Gluais Youth Leadership Programme 2014.
- Participant in beaver maths competition as high scorer in junior cert.
- Awarded Senior Biology student of the year.
- Awarded Glór na Gael for promotion of the Irish language.

REFEREE

Ms. Jennifer O'Riada

Partner

O'Riada Solicitors

Tel: +353 87 241 46 82 / (01) 627 21 21