

Jennifer Levis

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Education

2015 – 2018 **Batchelor's of Law** University College Cork.
Final Year Result: 2.1 (67%)

Core Modules:

- | | | |
|-----------------|-------------------|-----------------|
| • Company(70%) | • Commercial(60%) | • EU(66%) |
| • Medical (72%) | • Evidence (65%) | • IT (60%) |
| • Family (71%) | • Equity (67%) | • Property(63%) |

2013 – 2015 Leaving Certificate Bruce College Cork.
Achieved: 500/625 Points.

Employment

Relevant Employment.

August 2018 – Present **Legal Data Analyst and Investigation Official** **Allied Irish Bank.**

- Employee of the Financial Solutions Group. Investigating accounts in arrears, both commercial and private dwelling cases. Analysing and interpreting data. Compiling relevant data into a clear and concise format. Liaising with case managers regarding data involved. Adjusting and adapting to new projects every few weeks. Implementing new procedures and systems on a time sensitive basis. Working to deadline in a pressurised working environment in a calm and efficient manner. Responding to instruction from senior management. Gaining knowledge and experience in banking procedures. Working as part of a team in order to identify issues and effectively overcome these issues promptly.

June 2018 **Summer Intern** **Ronan Daly Jermyn.**

- First hand experience of a commercial law firm, particularly the Commercial Property department. Filling out stamp duty forms. Formatting leases. Scheduling Title Documents. Communicating with various solicitor firms in relation to issues regarding transfers of property. Participated in a client consultation programme and a research project.

Sep. 2016 – May 2018 **Vice Chairperson** **UCC Free Legal Advice Centre (FLAC).**

- Directing meetings weekly. Recording the minutes in a clear and concise manner. Distributing these minutes to all committee members. Liaising with practitioners, lecturers and colleagues in order to provide legal advice for students in need. Organised a conference titled "Life after a Law Degree: Exploring your Options" by liaising with professionals from various professions with law degrees in order to inform students of their career options after university. Greeting students at FLAC events and developing their knowledge in particular areas of law. Managing a committee alongside the Chairperson. Managing a heavy workload using time management skills.

Additional Employment.

- May – Aug. 2017 **Hostess** **The Prado at Balboa Park, San Diego.**
- Greeted guests and directed them to their table. Communicated with guests regarding preference of seating area. Controlled the flow of the restaurant to ensure servers were not overwhelmed through communication with colleagues, managers and guests.
- Feb – May 2017 **Sales Associate** **Azure Jewellery, Cork.**
- Advised Brides on jewellery combinations through consultations in a client based approach. Practised innovation by producing various combinations of jewellery for customers. Networking at fashion events.
- May – Sep 2016 **Waitress/Barmaid** **Rochestown Park Hotel, Cork.**
- Greeted guests on arrival. Engaged in conversation with guests of all ages. Communicated orders to the kitchen staff. Working efficiently and calmly in a hectic environment.
- Aug 2015 – Jan 2016 **Waitress/Barmaid** **East Village Bar and Restaurant.**

Interests and Achievements

Sport:

- Ashton Hockey Club (2006 - present).
 - Team member of the Division One senior team, training twice a week with a match every weekend.
 - Competed in both Irish Senior Cup and Irish Junior Cup competitions on numerous occasions.
- Gym (2013 – Present)
 - Attending twice a week performing cardiovascular fitness, weights and Pilates in order to improve my performance on the hockey pitch.

Academic:

- Achieved 500/625 Points in my Leaving Certificate (2015).
- Elected on to the UCC FLAC Committee (2016).
- Elected UCC FLAC Vice-Chairperson by colleagues (2017).
- Achieved a high 2.1 Bachelors of Law degree (2018).
- Organised a careers conference titled “Life After a Law Degree: Exploring your Options” resulting in the largest attendance ever for a FLAC event.

Personal:

- Achieved a level one and level two lifesaving certificate including skills such as CPR.
- Achieved a level one certificate for sailing.
- Participant of the Christmas Swim for the Mercy Hospital (2016, 2017 & 2018).
- Completed my Bronze Presidential Gaisce Award.
- Full clean Licenced Driver for 4 years with own transport.
- Achieved a skydive from 13,000ft in San Diego, California.
- Interest in travelling and experiencing different cultures.

References available on request.