**Curriculum Vitae**

**Personal Details**

**Name:** Jennifer Moore

**Address:** Celbridge Road, Maynooth, Co. Kildare

**Email:** jennifer.moore36@mail.dcu.ie

**Phone number:** 087 950 9663

**Work Experience**

* **Legal Executive (October 2015-August 2016)**

**Employer:** Williams Solicitors

**Responsibilities:** My role as a legal executive/receptionist in a busy city centre firm involved working in different areas of law which are set out below.

General duties- Dictaphone typing, taking and transferring calls, post management, stock and supply management, filing, managing cases and files using Keyhouse Case Management software.

Litigation – preparation of briefs, drafting pleadings, attending counsel in various courts, attending court administrative office to stamp and file documentation, attending solicitors’ offices with clients for swearing of affidavits, liaising with clients regarding appointments and hearing dates.

Immigration – correspondence with Government Departments (Justice and Jobs, Enterprise and Innovation), drafting application letters, perusing supporting documentation, perusing deportation orders and considerations of the Minister, meeting with clients, organising translators.

Family law – attending Circuit Court Family Office, lodging papers, drafting of proceedings, corresponding with clients, attending solicitors’ offices for swearing of Affidavits of Means and Affidavits of Welfare.

Property – ensuring compliance with anti-money laundering regulations, proof reading contracts, calculating closing monies and drafting Statements of Account on closing.

* **Grinds Teacher (October 2011 – At Present)**

**Employer:** Self-employed

**Responsibilities:**

-Preparing lesson plans to satisfy the ability of the student.

-Teaching students on a one-to-one basis.

* **English Teacher (June 2013 – August 2013)**

**Employer:** Campamento Bilingual Villamayor, Salamanca, Spain

**Responsibilities**:

-Preparing detailed lesson plans.

-Organising activity plans for group of 9 and 10 year old children.

-Supervising children during the camp and on trips.

* **English Teacher ( September 2012 – June 2013)**

**Employer:** Wonderland Academy, Villamayor, Salamanca, Spain.

**Responsibilities:**

-Preparing lesson plans for group classes and also private lessons.

-Teaching English to adults and children of different ages and in different class groups.

* **Food Runner (June 2012 – September 2012)**

**Employer:** OC Steamers, Ocean City, Maryland, USA

**Responsibilities:**

-Liaising with kitchen staff and waiting staff to ensure smooth running of the restaurant.

-Food preparation and serving food to customers.

* **Lawrence Beach Club (May 2011 – September 2011)**

**Employer:** Lawrence Beach Club, Long Beach, New York

**Responsibilities:**

-Making milkshakes, serving ice cream, barbequing, taking orders from customers in the snack bar during the day.

-Waitressing in the restaurant at night, liaising with kitchen staff and other waiting staff and dealing with customers.

**Education**

**FE1 Exams**

October 2016

**Subjects:** Company, Equity, Criminal, Constitutional.

**Results:** Pending

* **Masters in Translation Studies**

**University**: DCU

September 2014 – September 2015

**Grade Achieved:** 2:1

* **Lawyer Linguistics and Legal Translation (Through Irish)**

**Institution**: The Honorable Society of King's Inns

October 2014 – June 2015

**Grade Achieved:** 75%

* **BCL International (Law and Spanish)**

**University**: Maynooth University

September 2010 – September 2014

Erasmus – Universidad de Salamanca, Spain (3rd Year)

**Grade Achieved**: 1:1

* **Leaving Certificate (2010)**

**School**: Maynooth Post Primary

**Points Achieved**: 535

**Achievements**

* **Scholarship to Maynooth University**

As a result of high grades I achieved in the Leaving Certificate, Maynooth University awarded me with an entrance scholarship. This scholarship included a guaranteed place in on-campus accommodation and € 1000.

* **Sport**

As a keen sportswoman, my medals span over a variety of sports including inter-county Gaelic Football, Athletics, Basketball and Swimming. During my school years I competed at Leinster and All Ireland level playing on school teams and also at club level. I now enjoy keeping fit by attending different gym classes.

* **Maynooth University Award**

Maynooth University awarded me for the highest results achieved in the area of Business, Language and Biology, highlighting me as a bright prospect for the future while I was still in secondary school.

* **School Award for Highest Results Achieved at Junior Certificate Level**

Maynooth Post Primary awarded me and one other student with a token gift for the highest results achieved in the school in the Junior Certificate 2007. I achieved 9 As and 2Bs.

***References***

**Mr Ivan Williams**

Principal at Williams Solicitors

Email: info@williamssolicitors.ie

Phone number: 01 675 3003

**Dr David Barnwell**

Senior Lecturer at Maynooth University

Email: [davidbarnwell@nuim.ie](file:///C%3A%5CUsers%5CJennifer%5CDocuments%5CJobs%20and%20CVs%5Cdavidbarnwell%40nuim.ie)

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