**Curriculum Vitae**

**Personal Details**

**Name:** Jennifer Moore

**Address:** Celbridge Road, Maynooth, Co. Kildare (Home Address)

 123 Rue de Beggen, L-1221, Luxembourg (Currently)

**Email:** moore123.jen@gmail.com

**Phone number:** 087 950 9663

**Work Experience**

* **Trainee (October 2017 - At Present)**

**Employer:** European Parliament

**Responsibilities:**

-Based in the European Parliament buildings in Luxembourg
-Attending Parliament sittings in Brussels and Strasbourg
-Attending a Court Case in the Courts of Justice of the European Union
-Working on EU legislation in the Irish Department of the General Secretariat of the European Parliament
-Ensuring that EU legislation/texts/questions/minutes are consistent with the original source text
-Attending various seminars on issues affecting the Union

* **Trainee Solicitor (May 2017 - September 2017)**

**Employer:** Corrigan & Corrigan Solicitors

**Responsibilities:**

-Attending Counsel in various different courts

-Liaising with clients, attending meetings with clients and taking attendance notes

-Working on complex insurance defence litigation cases

-Reviewing Discovery documentation, preparing Affidavits of Discovery

-Preparation of briefs, drafting pleadings

-I decided to leave my traineeship in order to pursue the excellent opportunity of a 3 month traineeship in the European Parliament.

* **Administrative Officer (October 2016 – January 2017)**

**Employer:** St. Vincent’s Private Hospital

**Responsibilities:**

- Processing health insurance claims into the computer system in the Finance Department of St. Vincent’s Private Hospital.

- Responsibilities included checking if the correct procedure codes were present on hospital invoices and ensuring that all parts of the insurance claim were present before submitting the claim to the relevant insurance companies.

- Taking payments from self-paying patients.

- Investigating client queries regarding their insurance cover.

* **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.

**Education**

**FE1 Exams**

October 2016:

**Subjects:** Company (passed), Equity (passed), Criminal (passed), Constitutional (passed)

March 2017:

**Subjects:** EU (pending), Contract (pending), Tort (pending), Property (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

**Subjects**: Spanish (Higher Level) – A1

 Irish (Higher Level) – A1

 English (Higher Level) – A2

 Maths (Higher Level) – B2

 Biology (Higher Level) – B1

 Chemistry (Higher Level) – B2

 Business Studies (Higher Level) – B2

***Languages***

**English:** Native

**Spanish:** Fluent

**Irish:** Fluent

**Portuguese:** Elementary proficiency

**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)

Phone number: 01 7085330