Jennifer Waters, B.C.L, LL.M, GDL

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 **Summary**

Graduate who has successfully graduated from University College Cork with a 2.1 B.C.L law degree and LL.M master’s law degree. Recently completed a Graduate Diploma in Law with BPP University in London. Law graduate who is seeking training contract and who is capable of developing business and making a significant contribution to a progressive law firm.

***Education & Qualifications:***

* **BPP University London, January 2017-September 2017**

Graduate Diploma in Law

* **Law Society of Ireland, 2016**

Successfully passed all eight entrance exams

* **University College Cork, 2009-2010**

LL.M master’s law degree, 2:1

* **University College Cork, 2006-2009**

B.C.L (Bachelors) law degree, 2:1

* **Limerick Tutorial College, 2003-2005**

 Leaving Certificate- 540 points.

* **Bruff Secondary School, 1999-2003**

 Junior certificate 5A’s and 5B’s, all higher-level subjects

**Work Experience**

Dillon & Company Solicitors, 5 Scarlet Row, Essex Street West, Dublin 8, June 2016-September 2016.I undertook an internship where I gained valuable administrative and legal experience.

***Job Responsibilities:***

* Record of success in managing client files, including High Court cases, and

established strong research experience in readying cases for proceedings;

* Personal Injury litigation including submission of PIAB applications, issuing

proceedings, sourcing experts and successfully settling and negotiating claims;

* Successfully managing the firm’s personal and business accounts;
* Undertaking administrative tasks, verifying information and responding to queries;
* Managing a high-volume caseload involving both complex and straight-forward

personal injury claims, medical negligence claims and civil matters;

* Attended at initial consultations with clients and prepared briefs for counsel for

matters to be heard at district, Circuit and High Courts;

* I was responsible for swearing affidavits;
* Lodging various forms with the Probate office and Revenue Commissioners;
* Advising on and preparing medical negligence documentation;
* Organised the firm’s invoices, undertakings and excel sheets.

O*'Meara Solicitors, South Mall Cork, September 2011- October 2011.*After graduating from University College Cork I undertook a placement with this firm which provided me the opportunity to gain some Legal experience.

***Job Responsibilities***

* Answering phone calls and arranging appointments and dealing with client queries;
* Successfully managing the firm’s caseload and client files;
* Assisting with drafting letters and initial client emails;
* Lodging court documents and swearing affidavits;
* Postal Duties;
* General administrative tasks.

***Vodafone Sales: Dublin, December 2012- February 2013***

***Job Responsibilities:***

* Advising clients on Vodafone services;
* Achieving door to door sales;
* Attending events to launch, promote and sell products;
* Selling Vodafone services to new customers;
* Pitching to potential new customers in businesses and homes.

***Achievements and Hobbies:***

* *Cross Country Running- I have won several medals and prizes for athletic races, marathons, and University Inter Varsity competitions*
* Basketball- I played basketball in secondary school and won many medals
* Drama- I was awarded distinction for my performance at a drama competition
* Travelling- I enjoy travelling and meeting new people and seeing new things
* Cycling
* Languages- I was awarded a plaque for 1st place in a French project competition and a plaque for 1st place in an Irish project competition

***Skills:***

* Strong computer skills, good working knowledge of Microsoft Word, PowerPoint, Excel and Word Processing.
* Driving Licence
* Excellent interpersonal and communication skills
* A positive can do attitude
* Excellent commercial Awareness
* Excellent professional attitude and professional image
* Capable of working under pressure while ensuring accuracy and attention to detail
* Excellent organisation and time management skills