Jessica McCarthy

 *Curriculum Vitae*

***Home Address***

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# EDUCATION

See Last page for break down of academic results

2012 - 2016 UNIVERSITY COLLEGE DUBLIN

 Bachelor of Civil law 2:1

2011 - 2012 The institute of Education

* Leaving Certificate Points: 500

2006 - 2011 Gorey Community School

# Employment HISTORY

Present Position – **THE bar OF iRELAND**

 **Manager of The Bar Council Collections office**

* Sending correspondence on behalf of clients
* Mediation on behalf of clients with the Law Society and Stubbs Gazette
* Generating fee notes
* Typing up dictations
* Updating Accounts
* Lodging cheques

mAY-aUGUST 2018- **university college Dublin**

 **administrative assistanT**

* Updating the master database
* Preparation of marketing mail out
* Reviewing and proof reading marketing materials
* Academic timetabling utilising the curriculum management integration system (CMIS)
* Taking telephone calls, and logging messages on behalf of the college

June 2016-june 2017 **jEANNE BOYLE SOLICITORS (Dublin)**

 **Voluntary LEGAl intern (full- time)**

* Filing and other administrative duties
* Writing and updating the firms blog to promote its services
* Change of status applications under the immigration acts
* Humanitarian claims to prevent deportation under section 3 of the Immigration Act

June -August 2017 **Amoss solicitors (Dublin)**

 **Receptionist**

* + - * Taking telephone calls and logging messages on behalf of the firm
			* Responsible for logging a significant amount of incoming and outgoing post
			* Greeting and welcoming clients

***Additional Skills***

* I have experience utilising databases, including the 🙶*Keyhouse🙷* administrative system, and CMIS.
* I am proficient in all aspects of miscrosoft office – Word, Excel, Powerpoint
* I have received recent social media training utilizing a plethora of up to date Platforms including Facebook, Instagram, and Twitter.
* I am an experienced blogger, blogging in both a professional and personal capacity. I have my own website, and I have blogged on behalf of *Jeanne Boyle Solicitors* to promote the firm. Similarly I blogged for *Uniwink* (an online Student forum). I also published an article in *The Spanner* a national student publication.
* I received a certificate in Fire safety this month.
* I have attended the Agile Project management course at *white belt level.*

***Achievements***

* + I completed and passed half of the Law Society professional FE-1 examinations whilst working full time in a voluntary capacity as a human rights Intern, and part time evenings and weekends as a sales assistant to fund my education.
	+ I managed the Bar Council Collections office single-handedly part time whilst also working in a full time capacity as an administrator in the academic timetetabling sector of the college.
	+ This Summer as well as studying for my FE-1 examinations, I completed an online course as granted by the law society entitled 🙶 *Employment law in the digital era.* 🙷I received my Certificate in September.
	+ I recently published an Article in the Student Legal Service’s Annual Publication in my final year entitled 🙶*The Catholic Churches Role In Education In twentieth century Ireland*.🙷
	+ In my Leaving Certificate results I ranked in the top ten percent in my school. I also achieved an A1 in my English examination, ranking in the top five percent nation wide.

***Academic Results***

**Leaving Certificate results 500 Points**

* English - Higher Level - A1
* Biology – Higher Level- B2
* Agricultural Science - Higher Level- B1
* Spanish- Higher Level - B2
* Art- Higher level- B2
* History- Higher level - B3
* Maths- Higher level - D1

**Law BCL - Undergraduate Grade 2:1**

Year 1 - 2:1

* General Introduction to Legal Studies - B+
* Tort Law B+
* Civil Procedure Law - B+
* Criminal Procedure Law-B+
* Constitutional Law - B
* Contract Law - B
* Psychology - A+

Year 2- 2:1

* EU Law - B
* Property Law - B-
* Criminal Liability - B-
* Family Law - B+
* Company Law- C+
* Literary Genre - B+

Year 3 - 2:1

* English Public Law-  B+
* Administrative Law-  B
* Evidence Law - B
* Environmental Law -B+
* Intellectual Property Law-B+
* Advocacy and mooting- B

Year 4 - 2:1

* Industrial Relations Law- B-
* Criminological Theory -B-
* Media Law -B
* Equity-C
* Private International Law-B+
* Sports Law -C+

**FE-1 Examination Results**

* Tort Law – 52 %
* Contract Law  -52 %
* Eu Law – 52 %
* Criminal Law – 54 %

***References***

**Suzanne Shorten ( Managing Director of Summer at UCD)**

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**Niamh McPeake (Managing Director of Legal administrative Solutions)**

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