A person smiling for the camera

Description automatically generated with medium confidence**Curriculum Vitae**

**Name:** Jessica Coleman McCarthy

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**PROFESSIONAL EXPERIENCE**

**Awards Administrator- Youth Scotland**

**Summary**

From November 2021, I have been working as awards administrator at Youth Scotland, the largest national youth work organisation in Scotland. The role was hybrid in nature, meaning that I spent some days in the office, and other days working remotely via Teams, Zoom, email and phone. Although I worked as part of two teams, I worked independently in this role with minimal supervision.

**Responsibilities**

* Acting as the main point of contact for awards delivery staff throughout Scotland
* Administration of thousands of awards to young people across Scotland
* Answering the telephone in a professional manner, taking accurate telephone messages and dealing with them in an appropriate and timely manner
* Arranging meetings
* Assistance with ad hoc requests
* Courier bookings
* Developing, updating and maintaining administrative processes
* Development and maintenance of a tracking system to facilitate prioritization of tasks and ensure follow-up
* General office duties including inventory
* Implementation of change
* Improvement and maintenance of an electronic filing system to categorize and store all the information and documents used by the awards team
* Inbox/email management
* Invoicing
* Liaising with the Finance Officer to manage accounts
* Managing team diaries
* Onboarding/training of my replacement
* Operation of administrative systems
* Printing and other routine administrative tasks
* Updating and maintaining the CRM software system
* Working with team to meet targets

**Hard Skills Used**

* Database management
* Excellent Microsoft Word, Excel, PowerPoint and Outlook skills.
* Invoicing
* Proficiency in mail merges
* Proficiency with office systems and equipment (including video conferencing)

**Soft Skills Used**

* Ability to build up a thorough knowledge of an organisation
* Ability to multi-task, and establish priorities in a fast- paced and changing environment
* Analysis
* Anticipation of needs of others
* Building good working relationships with my team, with other teams within the organisation and with awards delivery staff across Scotland- this was done in person, online, via email correspondence and on the phone
* Building relationships in person, online, in writing and on the phone
* Composure in stressful situations
* Confidence in collaborating closely remotely with senior members of staff
* Dedication and commitment
* Discretion and sensitivity on confidential matters
* Exceptional written and verbal communication skills
* Meticulous attention to detail
* Organisational skills
* Proactive and reactive problem solving
* Team-work
* Time management skills

**Peer Advisor- University of Limerick**

**Summary**

From September 2020 to June 2021, while completing my undergraduate degree, I worked as a Peer Advisor within the School of Law at my university. My primary role was to help first year university students to adjust to third-level learning, a task made all the more difficult with the ever-changing Covid-19 related restrictions. The role was remote in nature and I communicated with the students via Teams and email. Although there was a team of peer advisors, this role was largely independent, with minimal supervision.

**Responsibilities**

* Arranging meetings
* Creation and presentation of a fortnightly guidance session
* Mentoring of a group of first year university students

**Hard Skills Used**

* Excellent Microsoft Word, PowerPoint and Outlook skills

**Soft Skills Used**

* Anticipation of needs of others
* Building relationships and gaining trust online
* Composure in stressful situations
* Dedication and commitment
* Discretion and sensitivity on confidential matters
* Exceptional communication skills
* Presentation skills
* Proactive and reactive problem solving

**Co-Op Student- A&L Goodbody**

**Summary**

From September 2019 to January 2020, I worked as a co-op student in the Commercial Property department of A & L Goodbody. I was involved in a number of transfers of major property portfolios in Dublin.

**Responsibilities**

* Administrative support
* Answering the telephone in a professional manner, taking accurate telephone messages and dealing with them in an appropriate and timely manner
* Assistance with ad hoc requests
* Carrying out due diligence
* Comparison of legal documents
* Correspondence with clients, with their solicitors, and with other teams in the firm
* Courier bookings
* Document organisation
* Drafting and proof-reading contracts and other legal documents
* Ghost-writing emails
* Inbox/email management
* Invoicing
* Legal research
* Printing and other routine administrative tasks
* Printing and routine administrative tasks

**Hard Skills Used**

* Excellent Microsoft Word, Excel, PowerPoint and Outlook skills
* Legal drafting
* Legal due diligence
* Legal research
* Proof-reading

**Soft Skills Used**

* Ability to build up a thorough knowledge of an organisation
* Ability to multi-task, and establish priorities in a fast- paced and changing environment
* Analysis
* Anticipation of needs of others
* Building good working relationships with partners and solicitors on my team, in my department, throughout the firm, and in other firms
* Composure in stressful situations
* Dedication and commitment
* Discretion and sensitivity on confidential matters
* Meticulous attention to detail
* Organisational skills
* Proactive and reactive problem solving
* Team-work
* Time management skills

**Shop Assistant- Dunnes Stores**

**Summary**

Throughout my time at university, from 2018 to 2021, I worked as a shop assistant at Dunnes Stores

**Responsibilities**

* Assistance with ad hoc requests
* Customer service
* Handling money

**Hard Skills Used**

* Proficiency in online ordering system
* Proficiency in using a till

**Soft Skills Used**

* Anticipation of needs of others
* Building good working relationships with managers, colleagues and customers
* Composure in stressful situations
* Customer service
* Proactive and reactive problem solving

**EDUCATION**

**Summary**

I graduated from the University of Limerick in 2021 with a first class honours degree in Law and Politics. During my time the University of Limerick, I was an active member of the university’s student law society, and in my final year, I became the society’s Academic & Careers Officer.

**Hard Skills Used**

* Essay writing
* Excellent Microsoft Word, Excel, PowerPoint and Outlook skills
* Legal research

**Soft Skills Used**

* Ability to multi-task, and establish priorities in a fast- paced and changing environment
* Dedication and commitment
* Exceptional communication skills
* Meticulous attention to detail
* Team-work

**APPENDIX**

**Fe1s Attempted and Passed**

* Company Law- Passed- October 2021
* Law of the European Union- Passed- October 2021
* Property Law- Passed- October 2021
* Equity & Trusts Law- Passed- March 2022

*Please note that I am sitting the four remaining Fe1s in September/October 2022*

**University Results**

***First Year***

|  |  |
| --- | --- |
| Module Name | Grade |
| Introduction to Lawyering 1 | A2 |
| Media Law | B1 |
| Contract Law 1 | A1 |
| Criminal Law 1 | A2 |
| Introduction to Politics and International Relations 1 | B1 |
| Criminal Procedure | A2 |
| Introduction to Lawyering 2 | B1 |
| Contract Law 2 | A1 |
| Criminal Law 2 | B3 |
| Introduction to Politics and International Relations 2 | A2 |
| Overall Grade | First |

***Second Year***

|  |  |
| --- | --- |
| Module Name | Grade |
| Crime and Criminal Justice | A2 |
| Law of Torts 1 | B2 |
| Constitutional Law 1 | A2 |
| Land Law 1 | B2 |
| Government and Politics in Ireland | A2 |
| Jurisprudence | A2 |
| Law of Torts 2 | B2 |
| Constitutional Law 2 | B1 |
| Land Law 2 | B2 |
| Global Political Economy | A2 |
| Overall Grade | First |

***Third Year***

|  |  |
| --- | --- |
| Module Name | Grade |
| Labour Law | B1 |
| Family Law | B2 |
| Administrative Law | B1 |
| Theories of Distributive Justice | B1 |
| Law of Evidence | B1 |
| Overall Grade | First |

***Fourth Year***

|  |  |
| --- | --- |
| Module Name | Grade |
| Advanced Lawyering 1 | A2 |
| Law of the European Union 1 | A1 |
| Company Law 1 | A2 |
| Equity and Trusts 1 | B1 |
| International Organisations and Global Governance | B1 |
| Law of the European Union 2 | A2 |
| Advanced Lawyering 2 | A2 |
| Company Law 2 | C1 |
| Equity and Trusts 2 | A1 |
| Issues in World Politics | A2 |
| Overall Grade | First |

**Leaving Cert Results**

|  |  |
| --- | --- |
| Subject | Grade |
| English | H2 |
| Maths | O2 |
| Irish | H2 |
| French | H2 |
| Biology | H3 |
| History | H3 |
| Business | H3 |
| Economics | H2 |
| Total Points | 517 |