



JIA MIN TAN

Trainee Solicitor Programme

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EDUCATION

Bachelor of Laws (Hons) LLB
Atlantic Technological University (ATU)
2020- 2023 with first class honours (1.1)
Awarded Department of Law's best student in 1st and 2nd year.

Cambridge A Level
Inti Nilai University
2019-2020 Grades B in law, Math and Economics

Leaving Certificate (UEC)
Chong Hwa High School
2013-2018 Grades 6A in Mandarin, English, Math, Business, Bookkeeping, History

EXPERTISE

IT skills: Microsoft Office
Inclusive
attention to detail
communication skills in written and verbal
Analytical Skills
Organisational and Interpersonal Skills

REFERENCES

Dr Brónagh Heverin
Head of Department of Law, Public Service and Education
Phone: +353 (0)74 918 6204
Email : Bronagh.Heverin@atu.ie

ABOUT ME

I am a bachelor's degree in law graduate. Native Mandarin speaker, fluent in English and Malay. Adept at achieving positive impact and multitasking. Equally skilled in working independently and collaboratively within a team. Currently preparing for the upcoming FE1 and plan to take all 8 subjects in one year.

WORK & VOLUNTEER EXPERIENCE

Feb 2021 – present
Junior Chamber International (JCI) Galway
Deputy President

- Engaged to creating positive impact in society. Winner of Best Presentation of Climate Justice Idea Lab.
- Goal setting, to prepare the Plan of Action and support project process.
- confident with conflict resolution and capacity to handling people patiently

February – May 2023
Crawford Gallagher Solicitors
Legal Intern

- As an administrator and receptionist, monitoring case management systems, drafting proceedings, forwarding emails and answering phones.
- Able to practice confidentiality, reliability, responsibility and punctuality of work and customer service focus in supporting solicitors needs.

Sept 2022 – May 2023
Atlantic Technological University (ATU)
President of International Society and Class Rep

- Proposing new event- Winter Ball on donor charity, win the Charity, and Civil and Community Engagement Award 2023.
- Developed strong board and ability to work effectively on diverse teams.
- high level of self-motivation, goal setting and actively and systematically achieved in their entirety, including at least one large event every month.
- Skilled in analytical, presentation, legal research and writing report.

AWARDS

- National Youth Council of Ireland
Young People's Committee (YPC) 2021
- Atlantic Technological University (ATU)
 - Student Ambassador Gold Digital Badge Award Winner
 - Represent ATU Donegal attended Shared Island Dialogue
 - Leadership Award
 - Societies Scholarship Winners
 - Won the Individual award in Human Right Moot Court 2023.