

# Jia Min Tan

## Position of Interests: Legal Secretary



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### PROFILE

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A dedicated Bachelor of Laws 1.1 Honours graduate, with proficiency in three languages and experience in law firm.

- Enthusiastic about meeting deadlines and solving problems. strong talents of self-motivation.
- Equally skilled in working independently and collaboratively within a team, helpful and proactive.
- Developing a strong work ethic and maintaining enthusiasm as a solicitor as future plan.
- completed two FE1 subjects and plan to finish the remaining in 2024. Intent to apply for a traineeship in 2025.

### EDUCATION

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*Atlantic Technological University (ATU)*      *Bachelor of Laws (Hons) LLB*      *2020- 2023*

**Grades:** First class honour, the best 1st and 2nd year student.

**Courses:** EU law, Tort- personal injury, Land law, Contract Law, Company& Government, Irish Legal System

**Attention to Detail:** Submitting more than 20 legal documents and three moot court cases. All guarantee the accurate and finest information supply. This assisted me in winning the Individual prize in the Human Rights Moot Court. Ensuring accurate communication and legal compliance is a crucial administrative skill. Possess the capacity to produce correct and legal materials.

*INTI International University*      *Cambridge A Level*      *2019- 2020*

**Grades:** Law- B, Economics- B, Mathematics- B

*INTI International University*      *Cambridge A Level*      *2019- 2020*

**Grades:** (A1) Bookkeeping and Account, Business, Advanced Mathematics,  
(A2) History, Geography, Science, Mathematics,      (B3) English, Chinese, Chinese Literature, Malay

### WORK & VOLUNTEER EXPERIENCE

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*Crawford Gallagher Solicitors, Ireland*      *legal Intern*      *January - May 2023*

- **Confidential Data Handling:** I ensured the safe and secure handling of sensitive client information, meticulously organizing files both in hard and soft copies. This commitment to data security aligns with Byrne Wallace's emphasis on trust and confidentiality, qualities essential in the legal profession.
- **Efficient Document Management:** Demonstrated exceptional proficiency in digital dictation and the production of legal documents, correspondence, pleadings, and briefs with a keen eye for accuracy and a consistent track record of meeting tight deadlines. These experiences have honed my ability to manage and organize tasks efficiently, ensuring the smooth operation of processes and initiatives.
- **Client-Centric Approach:** In my role as a receptionist, I oversaw front desk duties and made sure that all customers, visitors, and employees had prompt and polite reception services. Handling of court and client phone calls as well. My interpersonal skills have improved as a result of this experience, which is in line with Byrne Wallace's commitment to exceptional client satisfaction and service delivery.

*Mount Errigal Hotel Ltd, Donegal*      *Floor waitress*      *February 2022 – May 2023*

- **Customer Service Excellence:** I consistently achieved a 95% customer satisfaction rate, demonstrating my exceptional customer service skills. This experience underscores my ability to work effectively as part of a team and collaborate seamlessly with colleagues to ensure a positive dining experience for patrons. These teamwork and customer-centric skills are highly transferrable to a traineeship at Byrne Wallace.
- **Multitasking and Prioritisation:** Effectively handled multiple customer orders and requests simultaneously, showcasing my strong time management skills and organisational skills. I become a flexible multitasker as a result, and I enjoy working under pressure. This showcases a strong work ethic, self-motivation, and the capacity to handle time-sensitive tasks efficiently, mirroring the demands of legal document management.

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- **Interpersonal and Communication Skills:** Effective communication in fluent English was essential in providing excellent service, particularly in handling unforeseen situations. These skills are directly relevant to the legal profession, where clear communication with clients, colleagues, and other stakeholders is crucial.

*Junior Chamber International (JCI) Galway      Administrator      February 2021 – present*

- **Logistical Mastery and Attention to Detail:** A worldwide organization for people ages 18 to 40 who seek to organize their own events and improve their organisation and public speaking abilities. Managed complex logistics for events and projects including the SDGs online game, underscoring attention to detail and multitasking capabilities. This experience directly translates to effectively managing and organizing legal documents and schedules.
- **Administrative Experience:** Handled administrative work with success, highlighting my organizational and time management skills. Entail scheduling and documenting all board meeting details, as well as mailing follow-ups every week to hotels and participants on the national convention 2023 issue. These skills are essential for a trainee solicitor to manage paperwork, keep track of clients' case, and organise outgoing correspondence efficiently.
- **Stakeholder Relationship Building:** By engaging in numerous events, such as the European Conference and the Asian Foods Market Project, I have developed cross-cultural awareness and networking abilities. These qualities are essential in a multicultural legal environment and contribute to effective teamwork and client relationships.

## SKILLS

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IT skills: Microsoft Office, Outlook, Excel,      Organising Systems: CortBase,      Written and oral communication,  
Document Review,      Attention to detail,      Interpersonal and organisational skills

## PROJECT EXPERIENCE

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*Atlantic Technological University (ATU)      President of International Society      2021- 2023*

- **Stakeholder Collaboration:** Effectively worked with a range of stakeholders to promote goodwill within the International Society. Successfully organised and hosted events for up to 200 participants such as Winter Ball or Irish Culture Night with my team. In the role of a trainee solicitor, cooperation and communication are essential, and this experience demonstrates my capacity to work cooperatively with both internal and external department.
- **Email Communication Expertise:** Facilitating effective follow-ups and coordination with different departments, including marketing and international teams. This proficiency aligns with the role's necessity for clear and concise written communication. Win the Charity, Civil and Community Engagement Award for society and also the Leadership Award for my role, highlighting my ability to lead and manage projects individually and within the team.

*Atlantic Technological University (ATU)      Student Ambassador      2021- 2023*

- **Effective Communication:** Effectively presented the university's values and courses to various audiences, resulting in a 30% increase in awareness. This experience demonstrated my proclivity for client interaction and involvement by successfully communicating with a varied range of stakeholders, qualities that were required as a solicitor trainee.
- **Recognition for Excellence:** Represent ATU Donegal attended Shared Island Dialogue on "Identities on a Shared Island - new generation views". Received the Gold Digital Badge for my contributions as a Student Ambassador, demonstrating my dedication to promoting the institution's initiatives. This recognition signifies my commitment to excellence, which is essential for maintaining a positive and professional atmosphere in the Byrne Wallace's office.

*National Youth Council of Ireland      Young People's Committee      2021*

- **Teamwork and Facilitation:** Coordinated and facilitated discussions on pressing climate-related issues within the committee, leading to the publication of the Youth Climate Justice Fund Ireland 2021 Annual Report. This experience highlights my teamwork skills and ability to work collaboratively with a variety of stakeholders, which are valuable for supporting the administrative needs of a solicitor trainee.

## REFEREES

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