**Jo Kane**

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**Experience:**

* August 2015- present Blasco Solicitors and Notary Public, Maynooth, Administrative Assistant/ Legal Secretary

General secretarial and receptionist duties, including:

* + Greeting clients, taking and transferring phone calls, answering and directing client inquiries.
	+ Organising and maintaining client databases and files (paper and electronic), utilizing file retrieval systems.
	+ Drafting and routing correspondence with clients and third parties in Spanish and English.
	+ Accounting including dealing with petty cash records (MS Excel) and credit card invoices, preparing client fee notes and invoices, and managing client accounts and ledgers.
	+ Drafting, translation, and proofreading of legal documents (wills, powers of attorney, medical reports, etc.) in English and Spanish.
* June 2014- February 2015 Guinness Storehouse, Front of House Visitor Experience Assistant.
* Client facing role at popular and busy tourist attraction receiving thousands of daily international visitors.
* Carried out admissions and ticket sales, engaged in bar work, hosting and crowd control.
* General work also included public speaking: providing demonstrations, talks and information on both the history and manufacture of Guinness and Dublin tourism generally
* June- July 2011 Enjoy English Summer School, Basque Country, Spain.
* Employed as part of a teaching team in an English immersion programme for Basque children aged 5 and up.

**Voluntary Work:**

* September 2010- September 2014 Navan Road CGI Unit Girl Guide Leader assisting and coordinating with the organisation of trips and activities for over 100 children on a weekly basis.

**Education:**

* 2015-2016 The Honorable Society of King’s Inns. Advanced Diploma in Legal Translation.

(Subjects: Irish Grammar and Translation Skills, Legal Systems.)

* 2014- 2015 Dublin Institute of Technology Aungier Street. Postgraduate Diploma in Law. Grade: Distinction (73% average), with 1st class grades in all exams and continuous assessment assignments.

(Subjects: Contract Law, Constitutional Law, EU Law, Tort Law, Administrative Law, Core Legal Skills)

* 2010-2014 Trinity College, Dublin. BA (Hons) in European Studies. II.1

(Subjects: German, Spanish, International Relations, European History and Politics, History of Ideas)

* 2012-2013 University of Seville, Spain. (Erasmus student in History Faculty).

(Subjects: Spanish and Latin American History from 1500 to present, Art History, Translation Studies.)

**Skills:**

* **Computer Skills:** Proficient and capable user of MS Office (Word, PowerPoint, Excel).
* **Languages:** High standard of spoken and written Spanish and German.
* **Other Skills:** Confident in working in a team and under own initiative in a busy environment, excellent communication and interpersonal skills from teaching experience and tourism work. Highly developed research skills and attention to detail.

**Interests and Achievements:**

Reading: I have always enjoyed reading and it has become a way of enhancing and consolidating my language skills as well as a leisure activity.

Running: I have run for recreation since school and recently completed my first 10K.

I received a place on the Dean of Students’ Roll of Honour TCD for Community Involvement in 2011, as well as Bronze and Silver Gaisce awards in recognition of my volunteer work with the Girl Guides.

**References:**

Dr. Stephen Carruthers

Lecturer (Contract and Administrative Law)

DIT School of Law, Dublin 2

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 Maxine Jenkins

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Ely Place, Dublin 2

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