**Joanne Howell** Curriculum Vitae

24 Woodlands Hall, Ratoath, Co. Meath

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Email: [joannehowell6@gmail.com](mailto:joannehowell6@gmail.com)

Law graduate with a second undergraduate BA degree in English and Sociology, and a postgraduate MSocSc degree in Migration, Race and Ethnicity.

**Experience**

***Traditional Craft Ltd., 64 Merrion Square South, Dublin 2***  ***2013 - Present***

Reception and Administration

Autonomous role with wide ranging involvements including:

* Organising, processing and maintaining customer order files using Microsoft Excel, Microsoft Word, Exchequer and NAV.
* Proofreading licence agreements, highlighting errors and making suggestions for amendment.
* General filing, with acute attention to detail.
* Scheduling and coordinating meetings.
* Creating spreadsheets to facilitate stock management, and creating reports for customers.
* Entering and verifying courier invoices.
* Liaising with customers.

***Smyths Toys Ltd., Blanchardstown******2006 – 2013***

Senior Supervisor

Autonomous role managing a team, with multiple responsibilities including:

* Training new staff members.
* Maintaining a register of customer orders and information.
* Cashing up tills.
* Overseeing cash office transactions.
* Liaising with commercial representatives (Disney, Microsoft, Sony etc.)

**Education**

LL.B. in Law Dublin Institute of Technology 2016

MSocSc Migration, Race & Ethnicity University College Dublin 2013

BA in English & Sociology University College Dublin 2010

Second Level Education The Institute of Education 2005

**Skills, Interests and Achievements**

* Meticulous grammar and spelling, with acute attention to detail.
* Strong IT skills, with typing speed approximately 65 WPM.
* Achieved numerous first class honours in the course of my studies, most notably in Economic Sociology, Governance in Society, Sociology of Migration, Gender, Culture & Society, Social Networks, Sociological Theory & Research, and Company Law.
* My areas of particular interest include equity, criminal law, employment law and family law.
* Currently in the latter stages of writing a novel comprising over 100,000 words. This has been one of my biggest personal achievements, derived from a love of literature and fiction. I use much of my spare time to write and edit chapters. I feel this creative side complements my academic side.
* NaNoWriMo (National Novel Writing Month) 2013 participant and one of many winners to successfully complete 50,000 words of a novel in one month.
* Member of Wattpad and previous member of the Irish Writers Centre.

**References**

Ms Lorraine Grant

Director

Traditional Craft Ltd.

087-232 0172

Mr Gordon Lennon

Manager

Smyths Toys Ltd.

086-409 4739

Niall Neligan BL

Law Lecturer – DIT

0868387125