**Joni O Sullivan**

**12, Clareview Avenue, Farranshone, Limerick**

**Phone: +353 61 461229 Mobile: +353 86 0456575**

Email: joniosullivan@outlook.com

**PROFILE**

I finished an LLB in Law Plus in May and I am currently studying an LLM in International Commercial Law which finishes in May 2018. I am also currently working in the EU Regulations Office within the HSE. Previous to that I worked in the Department of Agriculture and Limerick City & County Council. I have volunteered since 2011 with the RCMI on their events committee, at Church gates collections, and as court and garda accompaniment. My previous education, fundraising and work experiences have improved my communication, teamleading and planning and organisational skills immensely. I am hardworking and determined, and this is evident in any task I am set. I have excellent problem-solving and analytical skills and prefer to work out a solution to any problem no matter how long it takes. It is said of me that I have excellent interpersonal skills and build rapport with clients and colleagues alike.

**EDUCATION & TRAINING**

LLM in International Commercial Law

University of Limerick **2017-2018**

LLB in Law Plus (2:1 Honours degree)

University of Limerick **2013-2017**

Certificate in Suicide Awareness  **2015**

Certificate in Garda and Court Accompaniment **2013**

**CAREER HISTORY**

**Clerical Officer, EU Regulations Office, HSE 20/09/2017**

* Drafted position papers and reports on the current operation of the EU Health Regulations within the HSE, identified the impact of the current position and recommended alternate positions and consequent impacts for the HSE.
* Identified new processes and procedures which would provide for a more efficient operation of the Regulations in Ireland.
* Researched and reported on the legal basis for the delivery of health services by the HSE under EU Regulations 883/2004 and implementing Regulation 987/2009.

**Clerical Officer, Department of Agriculture - 10 week Temporary Contract 17/07/2017**

* Managed the front office and took over all the duties and responsibilities of the member of staff I was covering
* Balanced accounts, signed in and checked samples for the dairy lab, paid and filed away invoices, dealt with telephone queries

**Clerical Officer, Limerick City & County Council – 7 month co-op 17/06/2015**

* Drafted contracts and ensured tenants and landlords both signed, held home interviews to determine eligibility for the RAS scheme, prepared FOI’s, drafted letters to tenants requesting required documentation, and prepared formal letters inviting to disciplinary meetings re antisocial behaviour and outstanding rent
* Answered queries on the Housing counter, checked applications for missing documents and advised, answered telephone calls and contacted relevant departments for updates

**Achievements:**

I was nominated for an award for Commercial awareness by a previous employer in 2010 for the amount of revenue I generated into the company by contracting customers. I built rapport with each customer I spoke to and this was reflected by the amount of customers who remained loyal to the company after speaking to me. I competed in the A&L Goodbody Mooting competition in 2014 and was part of the winning team and achieved the award of Best Mooter.

**Volunteering: RCMI Nov 2012 - Present**

* Sat on the event fundraising committee for 3 years and I helped organise events such as the annual Tablequiz and photo shoots for Walk a day in her shoes
* Bagpacking, Church collections, representing the Centre collecting funds raised by schools and colleges, public speaker at colleges raising awareness and sourcing new volunteers
* Attended court and the station with complainants as Court and Garda Accompaniment
* Managed a clean-up project at the centre and I sourced plants, shrubs, pots and paint from large Corporations such as Woodies, Homebase and B&Q at little to no cost

**PROFESSIONAL MEMBERSHIPS**

Law Society UL

Mature Student Society UL

**IT SKILLS & LANGUAGES**

* IT Skills: Wordpress, CRM, Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.
* Irish – conversational.

**INTERESTS**

* Running as part of Dooneen running club in cross country and road races at county and national level
* Reading fiction novels from authors such as John Grisham, Dean Koontz, and current affairs and correspondence between Member States and decisions from the Secretariat of the EU Commission on matters that affect Ireland
* Meeting my daughters and friends for lunch and coffee at the weekends and catching up
* Playing the piano to relax when I get some spare time
* Travelling to the beach in Fanore when the weather is good and going for peaceful runs on the beach
* Furthering my education and training, and I can spot an area I need further training in and will source how I can upskill

**References available on request**