**Personal Details**

**Name:**​​ ​Jordan Davin  **DOB**:​ 14 July 1995 **Phone:** 0852414021

**Address**: Ballyellen, Inch, Gorey, Co. Wexford. Y25 PW80.

**Personal Details**

An ambitious and committed legal professional who is a strong team player with excellent interpersonal skills who also possesses qualifications in secretarial and administrative skills. Proven ability to provide a high level of legal secretarial support to a strong and busy team of solicitors. Very capable with a high level of accuracy and consistency in all areas of work. Well presented, punctual and enthusiastic to provide legal expertise to a legal firm. Looking for a challenging legal position, one which will make the best use of existing skills and knowledge and further professional development and knowledge in the field of Law.

**Core Skills:**

* Extensive knowledge of the Law, legal terminology and up to date knowledge to ensure compliance with legislation and legal polices.
* Excellent planning and organisational skills which includes document and clientele management.
* Able to clearly communicate and build relationships with both clientele and senior managers.
* Proven ability to work independently and part of a team from previous experience.
* Exceptionally well organised which includes meeting deadlines.
* Can handle confidential and sensitive information with appropriate discretion.
* Capable of working well in a stressful environment.
* Strong analytical skills and capacity for research enabling practical problem solving using knowledge and resourcefulness.
* Excellent IT skills which includes knowledge of Microsoft Access, Excel, PowerPoint and Word with a typing speed of 50 wpm.
* Quick to adapt to all fields of work.

**Education & Further Training**

***2015 - 2018***

**LL.B. (Bachelor of Laws), Undergraduate Degree,** Dublin Institute of Technology. DIT Aungier Street, Dublin 2.

***Subjects:*** Constitutional Law, Contract Law, Company Law, Criminal Law, Employment Law, EU Law, Jurisprudence, Family Law, Law of Equity, Law of Tort and Property Law.

***2014 - 2015***

**FETAC Level 5 Award in Legal Executive Studies,** awarded by QQI at IT at Bray Institute of Further Education, Novara Avenue, Bray, Co Wicklow.

***2008 – 2014***

**Leaving Certificate 2014,** Gorey Community School, Esmonde St, Mill Lands, Gorey, Co. Wexford.

**Work Experience**

***March 2015***

***M.T. O'Donoghue & Co Solicitors, 11 Main St Gorey Co. Wexford.***

Role in company was an internship as a Legal Secretary which involved typing and proof reading documents, answering clientele’s quarries, reading and developing knowledge for relevant cases for the benefit of the company and having a general well-mannered personality to deal with the wide variety of clientele.

***Duties:***

* Managing the secretarial duties in a busy solicitors’ office.
* Keeping the client database up to date as well as tracking processes to ensure efficiency and compliance with legislation.
* Organising and maintaining law libraries, documents, and case files.
* Transcribing and proof reading documentation.
* Preparing agendas, compiling spreadsheets and preparing minutes of meetings.
* Photocopying and maintaining stationery stock.
* Scheduling and making appointments.
* Following up on pending court cases & keeping track of the latest court decisions.
* Answering and transferring calls, taking messages and managing emails.
* Writing letters, manuscripts and memorandum documents.
* Closing and archiving files and deeds in accordance with the records management policy.
* Preparing court documents and going to court with solicitors.
* Managing and coordinating case papers and documentation for meetings as required.

***June – Sept 2017***

***Sacred Café, 13 Ganton St, Carnaby, London.***

Summer work as a coffee barista and waiter in one of London’s busiest streets. This job enabled me to develop excellent customer service skills as well as managing long hours in a stressful, busy environment.

**Interests & Achievements**

* Member of the DIT Law Society which regularly organises events of importance including the Irish Times Debate Grand Finale 2017 and holds fundraising events to generate funds towards charities, DIT and the management of the society itself.
* Avid member of the DIT Debating Society which has helped me maintain strong interpersonal and communication skills as well as keeping up to date with politics and current affairs.
* A strong interest in Law itself, in my spare time I attend the local District Court to observe the administration of Justice and develop further knowledge.
* Enjoy travelling to other countries to experience new cultures and meet new people.
* A personal interest in Mixed Martial Arts which is a personal active hobby choice in which it maintains fitness and teaches discipline within everyday life.
* Division 4 Football League Champion 2013 for Courtown Hibs.

***Any references required are available upon request.***