**Joy Adebambo**

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 **LEGAL ASSISTANT RESEARCHER WITH PROFESSIONAL OFFICE ADMINSTRATIVE SKILLS**

Confident, attentive and hard-working final-year law student with strong administration skills and excellent communication /interpersonal skills. I have prior experience in an office/corporate setting and I am dedicated to exceptional client service. My range of skills and attributes include:

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|  Excellent literacy skills |
| Reputable IT skills (Word, Excel, Outlook) | Ability to work on own initiative and with others |
| Enthusiastic and professional approach to work | Ability to take responsibility for own work |
| Excellent attention to detail and ensures accuracy at all times | Ability to work under pressure and to strict deadlines |

 **Commitments and Passions**

* Competitive debater and member of the Maynooth Debate society since 2015, semi-finalist in the 2016 UCC Open.
* Active committee member of *The Purpose Movement* society, awarded “best new society” by Maynooth Student Awards, this society seeks to inspire and encourage young people’s activism to make a positive impact in their local community.
* Active member of *ELSA* society, basic knowledge of German and Italian.
* Head organiser for *ELSA* European Human Rights Moot Court Competition.
* Head committee charity fundraiser for Student Saint Vincent de Paul society, organised two movie nights and a one raffle competition.
* Interested in entrepreneurial projects and innovation competitions, runner up contestant in the C-lab Innovation Idea Olympics project Trento,
* Content creator of “*The Beauty Spectrum*”. An online YouTube fashion channel, with 65 subscribers and over 778 views online.
* Awarded “Most Improved Student” in 2009 in School Bride՛
* Awarded Student of the year in 2013 in Colaiste Chiaráin.
* Awarded Star of the week in H&M workplace.
* Active voluntereer for “Every Can Counts”, a recycling initiatve to make the public enviromentally aware and waste consious.
* Charity Fundraiser for Samartians and “*Malala’s Fund”* Education for Girls Campaign

 **EDUCATION**

 **LLB (International Law) 2015-2019**

National University of Ireland Maynooth, Co. Kildare

 **LEGAL/ADMIN WORK EXPERIENCE**

 **Office Administrator (October 2018)**

Ronan Group Real Estate, Dublin

 Tasks included:

* Filing documents and maintaining both online and hard-copy filing systems.
* Scanning, printing and typing up memos
* Keeping up to date with email and phone correspondence
* Drafting and proof-reading documents for official use
* Handled confidential information concerning new property developments
* Organised expenditure invoices by date
* Scheduled meetings and organised couriers for transporting important business documents to designated recipients.

**European Parliament (April 2018)**

Model of the European Union Strasbourg, France

 Spokesperson for Minister of Italy and participant in the biggest political simulation in the world.

* Conducted extensive legal research for two topic proposals.
* Drafted and prepared three peer-reviewed papers in preparation for the MEU
* Handled legal documents and summarised all policy changes in provisions of proposed regulations and directives.
* Acted on behalf of the Italian government in deliberating upon issues concerning the adoption of the regulation on the GDPR and the directive on the Work-Life Balance.
* Negotiated with other member-states ministers to reach an agreement.
* Successfully achieved liaison in the council with all delegates to discuss the adaptation of the GDPR regulation.
* Featured three times in the daily news talk coverage for actively campaigning for data privacy in the interests of businesses.

 **Summer School Research Project (June 2016)**

 University of Duisburg-Essen, Germany,

* Research project on Migration and Transnational Labour Market.
* Conducted a group project over the course of two weeks and submitted a twelve-page paper.

**OTHER RELEVANT WORK EXPERIENCE**

 **Sales advisor for H&M in Flagship store (Aug. 2016-Sep. 2017)**

 College Green, Dublin

* Delivered consistent customer satisfaction.
* Diligently listened to customer’s complaints and concerns.
* Successfully resolved four customer complaints regarding refunds.

**Fundraising Events Manager at Maynooth student SVP society (2017-2016)**

Maynooth University, Co. Kildare

Head co-ordinator for organising events and allocating tasks amongst staff members

* Responsible for the social media management, booking and organising charity fundraising events.
* Successfully organised two movie nights and a speed-dating event night with a turnout of 68 students.

 **Pinergy Sales Executive (Jun. –Aug. 2015)**

Belfield, UCD Campus road

 Spent three months working as a sales executive in one of Ireland’s most innovative energy company.

* Gained several skills in the course of completing each given task i.e. sales, administrative, IT and CRM skills.
* Showcased extensive product/service knowledge to advertise offers to potential clients and service-users
* Advised clients on which payment plan suited them best to manage their electricity costs, introduced them to other company services that would help them save on their electricity bills.
* I used my legal knowledge to explain clearly contractual terms of use of service to customers.
* Managed personal data properly to complete contracts for clients
* Cold-called over 600 service users, dealt with 200 potential clients and brought 35 new clients on long-term contracts into the company.
* Generated over €12,000 in sales revenue sales within three months
* Confidently used company’s encrypted date entry software to manage service-users information and complete contract forms