**Nicole DeVere – Duffy** 

 Fearglass House,

Greenvalley,

Castleknock, Dublin 15.

Ireland.

086-2355501.

nicoledevereduffy@gmail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION & QUALIFICATIONS:**

**2016 – 2017:** Law Society of Ireland – Completed FE-1 Examinations.

**2011 – 2015:** National University of Ireland, Maynooth, Co. Kildare - Degree in Law 2.1 (LLB).

**2006 - 2011:** St. Louis Secondary School, Carrickmacross, Co. Monaghan - Leaving Certificate.

**WORK EXPERIENCE:**

**May 2017 – Present: Mullany Walsh Maxwells Solicitors (Legal Intern):**

As a Legal Intern at Mullany Walsh Maxwells Solicitors, I have gained a valuable insight into the legal sector in Ireland. My duties include:

* General administrative duties including dictaphone typing.
* Working on cases, under the supervision of a Partner at the firm. This involves communicating with said Partner regarding the workload, liaising with the client via telephone and e-mail and drafting legal documents.
* Attending meetings with clients and colleagues alongside the Partners at the firm.
* Maintaining and updating information available through the firm’s case management software, “Legal Evolve”.

**August 2016 – May 2017: St. Vincent’s Castleknock College (Development Officer):**

After completing a maternity leave contract in Castleknock College, I was promoted to a new position as Development Officer. My duties included:

* Co-ordinating all activity relating to the school’s Capital Development Programme. I managed a fundraising campaign to raise the required finances to complete the construction of a new sports hall on campus.
* Working with the College’s legal representatives to draft and submit an application to the Charities Regulatory Authority in order to establish a charitable trust.
* Introducing “Tiqbiz”, a community engagement and group communication software application, to the school. As a result, the College now communicates with parents and staff using a “paperless” system.
* Promoting the College’s profile in Ireland and overseas through the development of links with past students both at home and abroad by working with the Castleknock College Union and organising social gatherings.

**November 2015 – August 2016: St. Vincent’s Castleknock College (Personal Assistant to the Headmaster):**

While studying to complete the “Final Examination – First Part” with the Law Society of Ireland, I interviewed for and attained a maternity leave contract at Castleknock College. During my time in Castleknock College, I was responsible for the day-to-day management of the Headmaster’s office. My duties included:

* Liasing with parents, teachers, students, the Department of Education and the Board of Management on a regular basis via telephone, e-mail and in meetings.
* The development of the College's website (raising weekly "hits").
* Using my initiative to help to solve any issues arising. I dealt with sensitive issues such as bullying with utmost confidentiality.
* I undertook the task of editing "The Castleknock College Chronicle", a 350-page document which is sold to students and pastmen.
* I helped to draft new school policies, using my knowledge of education law and by researching the subject.

**June 2015 – September 2015: Crest Nicholson London (Customer Service Coordinator / Property Law Administrator):**

During the summer of my 3rd year at university, I searched online for a job in London and was offered a position with Crest Nicholson, a large property development firm. Along with general administrative work, **my duties included**:

* Examining landlord-tenant agreements.
* Drafting company documents.
* Responding to customer queries and investigating customer complaints made under contractual warranty.
* Organising solutions to solve any issues raised.

**KEY SKILLS**

* **Computer Skills:** I am ECDL qualified and I have a good working knowledge of the legal software application “Legal Evolve”. I also write and edit a popular online lifestyle blog. After creating the blog approximately 2 years ago, I have built up a network of 10,000 followers across social media platforms. This following is international.
* **Planning & Organisation:** As editor and a writer for Maynooth University’s student legal magazine “The Golden Thread”, I exercised planning and organisational skills on a daily basis to ensure each issue was published on time.
* **Writing Skills:** I have a strong passion for writing and my work has been published in “The Irish Independent” and “The Anglo Celt” newspapers along with on “Her.ie”, a very popular Irish lifestyle website.

**INTERESTS & ACHIEVEMENTS**

* I enjoy debating. After winning an “in-house” debate in Maynooth University, I was invited to speak on the RTE television series “Prime Time” on the topic of “The Croke Park Agreement”.
* I have a strong interest in education and provide both Leaving Certificate and Junior Certificate students with extra tuition in the subjects of English and History.
* I have an interest in the restoration of vintage motorcycles. This is a hobby which requires great patience and excellent attention to detail because original parts are often difficult to find and are dispersed throughout different parts of the world.