Work Experience:

2015-2016 **Executive Officer**

  **Irish Naturalisation and Immigration Service**

 **The Department of Justice & Equality**

* Processing applications by drafting submissions in consideration of applications for permission to remain in the State based on the parentage of an Irish citizen child.
* Processing application by drafting submissions pursuant to Section 11 of the Immigration Act 1999 as amended (Revocation of Deportation Orders).
* Draft Revocations Orders and have Service Officers take the aforementioned to the Ministers Office for the Ministers seal to be applied to the order.
* Issue Letters of Grant on behalf of the Minister giving applicant’s permission to remain in the State based on their parentage of an Irish citizen children.
* Issue Letters of Refusal on behalf of the Minister, inform applicant’s that their application for permission to remain in the state based on their parentage of an Irish citizen child has been refused and then issue a 15 day letter before forwarding file to the Repatriation Division.
* Reviewing and signing off, upon the workloads of the Clerical Officers. Therefore, I was the deciding authority on whether applicants were to be granted or refused permission to remain in the State based on their parentage of an Irish citizen child.
* Dealing with applications for renewal of permission to remain in the State often in cases where the applicants have been referred to the Residence Division after been refused a renewal of their permission by The Garda National Immigration Bureau due to various reason such as coming to adverse attention of the Garda or been outside the State for extended period after been initially granted permission to remain in the State.
* Review immigrations files from the Office of the Refugee Applications Commissioner (ORAC), the Refugee Appeals Tribunal (RAT), and the EU Treaty Rights Section of the Department of Justice & Equality to establish an applicant’s immigration history within the State.
* Investigate potential fraud, adverse criminal behaviour or adverse immigration history of applicants’ by liaising with the An Garda Siochana, The Garda National Immigration Bureau, The UK Border Agency, The Home Office, The Passport Office and The General Registrar Office.
* Request official Garda reports from An Garda Siochana in cases of adverse criminal history, request official reports from the Home Office in the United Kingdom if established applicants had immigration history in the United Kingdom. In cases of suspected fraud send applicants passports to the Garda Technical Bureau for determination.
* Draft Letters of Fair Procedures.
* Respond to solicitors threating to initiate legal proceedings seeking orders of Mandamus.
* Assist in drafting the Minister’s response to Parliamentary Questions on issues within our ambit.
* Responding to correspondents from members of the Oireachtas mainly TD’S using the Oireachtas mail services in lieu of asking a Parliamentary Question.
* Request applicants provide DNA evidence in suspect cases and attend the DNA test itself as a representative of the Minister.
* Write correspondence on behalf of the Minister to acknowledge individuals and solicitors representations to the department and also to request of them to provide additional information and corroborating documentary evidence.
* Set up applications on various databases by inputting data received from the applicants application form.
* General administrative work such as filing and photocopying.
* Research, I have conducted and drafted a report for the Department on the Court of Justice of the European Union decision in the Zambrano case, the subsequent qualifying case law from the CJEU and the interpretation by authorities within the ambit of this jurisdiction and also the approach adopted by United Kingdom in relation to the CJEU rulings. The purpose of such research was for my report to be included in a memo, for the next government seeking the introduction of legislation in this area of law.
* Provide input to potential new application forms to be introduced this year for individual seeking permission to remain in the State based on their parentage of an Irish citizen child.
* Drafting the Principles, Policies & Guidelines for the Department upon which application for permission to remain in the State based on the parentage of an Irish citizen child are considered.

2008-2013 **Property Administrator. (Service was for a family member with several properties)**

* Responsible for the advertising and marketing of the property.
* Scheduling and arranging meetings with prospective tenants.
* Negotiating the contract and its terms.
* Organising the collection of payment and lodgement thereof.
* Registered and compiled with the necessary legal documentation i.e. Property Tax.
* Inspected the premises for any faults and coordinated/supervised third parties to repair.
* Maintained open dialogue with tenants at all times.
* Filed and recorded all appropriate paperwork in relation to the property.
* Writing and delivering notices of rent increases.

2007  **Telephonist –**Global Taxis/City Cabs, City House Newmarket Square Dublin 8.

* Receiving communications (phone calls, messages and e-mails) from clients and customers.
* Acknowledging their request and simultaneously importing the data into the computer.
* Prioritising several clients and customers request, placing emphasise on importance.
* Reviewing documentation and bookings to insure their accuracy.
* Editing data and documentation when necessary.
* Notifying and advising the client or customer of any delays or faults in service.
* Handling client/customer and drivers inquiries, then advice the individuals accordingly.
* Recording all complaints made and referring them to managerial staff.
* Mediating disputes between drivers and clients when there was no management present.

Education:

 Final Entrance Examination (FE1’S)

 Law Society of Ireland

* Criminal Law PASSED
* Law of Tort PASSED
* Property Law PASSED
* Law of Contract PASSED
* Law of Equity & Trust PASSED
* Constitutional Law PASSED
* Company Law DUE TO SIT
* Law of the European Union DUE TO SIT

2007-2011 **Bachelors of Laws (Hons) in Irish Law,** HETAC Level 8.

 **Second Class Honours, Division 1. (2:1)**

 **University of Wales.**

2005-2007 **Leaving Certificate**, HETAC Level 5.

 **Institute of Education.**

Voluntary work:

2002-2008 **Volunteer- Order of Malta Ireland**

* I studied for and passed a number of First Aid examination including CPR.
* Achieved promotions within my unit for active participation.
* Gained essential experience of working under pressure by treating casualties in precarious and difficult situations, before transporting them to hospital.
* I was a component of a team that worked in a French hospital caring for the elderly.

Skills:

I have acquired a number of essential and functional skills in my various capacities as outlined above. I can transfer the knowledge and skills to any task at hand, I am proficient at;

* Communicating, Researching, Problem solving, Negotiation, Decision-making, coordinating,
* Organising, prioritising, inspecting, supervising, and using my initiative and common sense.

I endeavour to continue to learn and develop my skills irrespective of what I am doing. I acquired particular skills mainly through the completion of assignments. I gained the skills of,

* Conducting independent legal research both professionally for the Department of Justice and academically on the LLB programme of treaties, legislation, case Law, statutory Instrument and articles from leading academics and commentators. Within the ambit of this jurisdiction but also in other jurisdiction (mainly commonwealth jurisdictions), I have experience of interpreting mass amount of complex information, I enhanced my accuracy skill by checking the validity and varsity of sources. I can debate from different prospective and use analytical deduction in decision making to achieve a logical comprehendible conclusion.
* Proficient at using computers, particular Microsoft Office, Microsoft Word and Microsoft PowerPoint. I can draft, review, interpret, edit, publish ,and transfer all necessary documentation
* Languages, English(Native),Irish(Basic) and French aural & reading(Good) ,speaking & writing (Basic)

Interest: I have a variety of interest, for example travel and cultural learning I have visited a few places like France, the Netherlands and took a college trip to European Parliament and Commission in Brussels In addition I am also interested in all forms of sports having played Gaelic Football & Hurling, Rugby and represented the Institute of Education at inter-school chess tournaments.