

Rachel Jones

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Education

Student studying **Bachelor of Laws with French, Cultural Studies and New Media** Yr. 4 of 4

University of Limerick QCA: 3.38/4 (1.1)

Leaving Certificate John the Baptist CS, Hospital, Co Limerick (2014) **CAO Points: 520**

Positions of responsibility include:

Mason, Hayes and Curran, Dublin

May 2016 - January 2017

Legal assistant

- Enhanced the firm's effectiveness by developing case information, evidence, and settlement options and tracking cases.
- Kept cases organized by establishing and organizing files and monitoring calendars.
- Completed research tasks that were time sensitive.
- Draft wrote four out of ten chapters from department handbook being written by the head of the department.

Villiers School, Limerick

September 2014 - Present

Study Supervisor

- Entrusted with the responsibility of key holder to open of the school on Saturdays.
- Accountable for handling money and documenting students' activities.

Exam Attendant

- Employed by the department of education to oversee the completion of the leaving certificate

County Limerick Youth Theatre

January 2012 - Present

Youth Leader (volunteer)

(January 2012 - Present)

- Organised workshops and timetabled events with a team of two Finnish and one other Irish participant.
- Mentored teenagers in media and drama activities.
- Facilitated workshops throughout Europe to those with whom English was not their first language.
- Worked with the participants in building confidence and morale to enable them to perform to a live audience
- Throughout 2013 and 2016, participated in the European 'Youth in Action' Programme.

PRO for Board of directors for the Co. Limerick Youth Theatre

(May 2015 - June 2016)

- Regularly updated the corresponding social media sites to promote and advertise; Twitter, Facebook (friend page and 'like' page), YouTube, Instagram, Google+, Reddit, Linked in.
- Created and subsequently redesigned the website

University of Limerick Student Law Society

September 2015 - Present

President

(November 2017 to present)

- Attending Society Officer Training and UL Clubs and Society AGM
- Calling and chairing meetings making sure everything is covered and no-one dominates the meetings
- Liaising with law firms to get sponsorship for events
- Booking and organising the staple event of the year, the "Law Ball"
- Liaising with the UL law school and giving them updates on everything we do
- Setting the foundation for a Free Legal Aid Centre to be set up in UL in the coming years.

Welfare Officer

(May 2017 - November 2017)

- Provided a confidential listening and mediation service to committee members
- Dealt with individual requests from students
- Reviewed and drafted welfare policy

Conference Convenor

(September 2015 - May 2016)

- Organise events such as conferences, question and answers panels featuring invited guests
- Writing invites that must be expertly written in order to uphold the standard of the society and sending them via mail or electronic correspondence to our guest speakers
- Liaising with the sponsorship officer and treasurer to make sure everything runs smoothly
- Dealing with persons of high importance in a professional manner and to ensure everyone else acts accordingly

University of Limerick Department of Arts Humanities and Social Sciences
Ambassador

September 2017 - Present

- Write blog posts for the student blog, for Twitter and for Snapchat
- Provide support at UL marketing events such as Open Days and Career Fairs.
- Take part in photo shoots and promotional videos about UL, and appear in our promotional material talking about what it's like to study in UL.

Kilteely Community Council Limerick, Ireland
Youth Representative

May 2013, 2015 - Present

- Attending meetings
- Helping with advertising on different events
- Helping with the allotments twice a year during turnover

University of Limerick Debating Union
President

September 2014 - May 2016
(September 2015 - May 2016)

- Involved the day to day running of the committee
- Ran events such as our auditors medal which was awarded to the rubber bandits
- Developed co-operation and leadership skills through weekly meetings with both the committee and clubs and societies staff
- Taught new members how to debate in "speaker development" for 2 hours each week.
- Established and maintained contacts that are used to benefit the society with regards sponsorship and guest speakers

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(September 2014 - May 2015)

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University of Limerick Student Council

September 2014 - May 2015

Class representative

- Involved organising Class Parties and liaising with staff if any student had a problem.

John the Baptist Community School

Member of the Student Council/Chairperson of the student council

November 2011 - May 2014

- Took part in many group/ team-building workshops provided for by the student council
- Designated to represent the Council at meetings with school management.
- Give assistance, guidance to fellow students

Debs committee member/ Head of Debs Committee

December 2011 - April 2014

- Booked and reserved a hotel venue, co-ordinated ideas and presented them to Parent's Council.
- Researched, contacted and booked the entertainment for the night.
- Printed, sold and distributed tickets and controlled the money in order to pay for the event.

Year Book Committee

November 2012 - April 2014

- Sent surveys to the relevant years to determine content to add into the Year Book,
- Collected money for yearbook and distributed it.

School Bank Manager/Teller

December 2011 - June 2012

- Handled money, delegated tasks and organised promotional events.

Other Relevant Experience

Erasmus (1 semester) in Toulouse France

January 2017 - June 2017

Leisure/ Interests:

- All Ireland GAA Medal winner for Scor na nOG
- Qualified level 1, Lifeguard and First Aid.
- Won "School Community Award" 2014.
- Holds three Youth passes.

Volunteer Work

- Achieved the bronze medal Gaisce award (The presidents medal) 2012.
- Spend 10 days in Romania working with Orphans in August 2015 and raised funds.
- Holder of university of Limericks President Volunteer award (Gold)