**WHITNEY LIJOKA**

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An enterprising, attentive and committed final year Corporate Law undergraduate in NUI Galway with an innate ability to function as part of a team. Excellent advisory and negotiating skills gained through working with customers. Incredibly focused and work well in a fast-paced environment. Displays communicative proficiency within a diverse environment and shows an avid attention to detail. Adaptable to different roles within the business environment.

**EDUCATION**

**2017 to 2021** **Bachelor of Corporate Law (Hons), NUI Galway**

**3rd Year: Professional Work Placement**

**Overall Grade: 1.1**

**2nd Year Modules:** Commercial Law 66%, European Union Law I 61%, Principles of Microeconomics 61%, Company Law I 42%, Management 70%, Marketing Principles 63%, Principles of Macroeconomics 60%, Entrepreneurial Venture Development 64%, Business Finance I 62%, Essay 60%, Company Law II 55%, European Union Law II 68%.

**2nd Year Projects:** Entrepreneurial Venture and Development Project – The main aim of this project was to interview an entrepreneur, analyse the architecture of their entrepreneurial venture and reflect on experiences gained, including determining the implications for our potential entrepreneurial journey.

Essay – In this 5000-word essay I discussed and analysed a statement set out in The State (Nicolaou) v. An Bord Uchtala “For the state to award equal constitutional protection to the family founded on marriage and the ‘family’ founded on extra-marital union would be a disregard of the pledge the State gives in Article 41.3.1.

**Overall Grade: 2.1**

**1st Year Modules:** Contract Law 54%, Constitutional Law 55%, Tort Law 63%, Introduction to Financial Accounting 70%, Introduction to Management Accounting 49%, Irish Legal Systems 62%, Legal Methods and Research I 58%, Spanish Beginners 50%.

**1st Year Projects:** Legal Methods and Research Essay – One of the essays I completed as part of this module was an essay on the Personal Injuries Assessment Board (PIAB). I critically examined PIAB and looked upon the successes and failures of it as well as the current state and proposed reform looking at other countries for comparative perspective.

**Overall Grade: 2.2**

**2017 to 2017 Leaving Certificate 2017, St. Dominic’s College Cabra Dublin 7, 398 points.**

**Subjects:** English H4, Irish H4, Maths O3, History H3, Business H3, Accounting H6, German H4, LCVP Merit.

**WORK EXPERIENCE**

**2019 - 2020 Legal Intern, Central Bank of Ireland, North Wall Quay D01 F7X3**

**Responsibilities**

* Weekly team meetings: Creating and circulating agendas and workplans, arranging meeting rooms/or WebEx link.
* Filing all hard and soft copy correspondence in the filing cabinet and their respective locations within the online document management platform.
* Helping the operations team with the procurement of services, recruitment practices and internally auditing to add value to and improve operations.
* Document Management by maintaining a master correspondence file which recorded correspondence received and issued from/to appropriate members participating in the inquiry and adhering all past files into new 2020 bank file path.
* Court attendance as watching brief to take note of cases verdict and communicate findings to team.
* Responsible for writing research paper on different decision-making processes to support the regulatory decisions panel and presenting research findings to senior management and panel team.
* Coordinated several events from inception to completion, namely regulatory decisions panel training, fitness to practice forum and a refresher training. This involved booking rooms, catering, phoning stakeholders to confirm availability, liaising with parking/security, ensuring documents were printed and stationery was packed and prepped for attendees. Lastly, I would ensure slides and IT in the room were functional and meet/greet the attendees and bring them to the room.

**2019-2019 Luxury Sales Associate,** **Brown Thomas, 88-95 Grafton Street, Dublin 2, D02 VF65**

**Responsibilities**

* Interacting with hundreds of customers from different backgrounds daily.
* Delivering a high level of customer service by exceeding KPI’S/Sales Revenue per hour.
* Carrying out WeChat pay for our Chinese clientele and credit transactions quickly and accurately, I also handled cash by closing tills.
* Advising customers and informing them of instore discounts was essential to this role and required maintaining awareness of stock items and their respective prices to ensure each customer received a high-quality service.
* Ensuring placement of goods was aesthetically pleasing to ensure a high volume of sales through merchandising.

**SKILLS PROFILE**

Communication: Exceptional communication skills enhanced through selling to customers to achieve goals. Also strengthened by leading and working as part of a team in a fast-paced office environment and in group projects.

IT: Good working knowledge of Microsoft Word, Excel, PowerPoint, E-Mail, Internet and Social Media. Typing speed: 60 wpm.

Analytical: Proven ability to take a diagnostic and critical approach to researching and solving problems that were set out in the work environment and in numerous academic projects.

Organisational: Strong organisation skills gained through projects/assignments and prioritising tasks to meet deadlines. In addition to this I balance work and a personal life.

**ACHIEVEMENTS**

* Founding member of the **Central Bank of Ireland Cultural Diversity Network.** To aid the inclusion and celebration of ethnic minorities within the bank.
* **Dóchas Society** committee member serving over 100 students and having quick conversations to improve overall morale of students and create a friendly and tolerant environment on campus.
* Volunteering with **the Early Learning Initiative (ELI)** which aims to help children in the Docklands with drawing and literacy skills through the provision of an afterschool programme.

**INTERESTS/HOBBIES**

Cooking: I enjoy making dishes from multiple countries and love to discover new recipes

Travelling: I appreciate diversity and cultures and relish in discovering the hidden gems and local favorites.

Netflix Connoisseur: I am fond of watching movies and series my current favorites are Queen of the South and Selling Sunset.

**REFEREES**

Christine McNally Mairead Britton

Sales Manager, Senior Legal Counsel,

Kurt Geiger – Brown Thomas Central Bank of Ireland – RDU

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