

## Zoe Johnston

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### CORE COMPETENCIES

| Critical Analysis | Linguistics | Excellent Interpersonal Skills | Networking Ability | Research and Communication

### EDUCATION

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<b>Technological University Dublin</b>	2023-Present
<ul style="list-style-type: none"><li>• PostGraduate diploma in Law - Results pending</li></ul>	
<b>University College Dublin (“UCD”)</b>	2019-2023
<ul style="list-style-type: none"><li>• BSc (Hons) degree in Politics and International Relations with French - Grade received 2:1</li><li>• Key modules - EU Politics, Civil Procedure, Political Theory, International Relations</li></ul>	
<b>Loreto College Mullingar</b>	2013-2019
<ul style="list-style-type: none"><li>• Irish Leaving Certificate: Achieved 520/625 points</li></ul>	

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### SPECIFIC WORK EXPERIENCE

#### Nooney and Dowdall Solicitors, Mullingar

*Full Time Receptionist July 2019 and January/February 2021 and July/August 2023*

- Full reception duties in a law firm
- Managing administrative functions and tasks involving the wills register and deeds register
- Meeting clients, booking meetings, sorting and distributing post, arranging couriers
- Answering busy phone lines and dealing with client queries

*Work experience student 2016-2017*

- Gained exposure to all areas within the firm, including litigation, conveyancing, probate, family law matters.
  - Attended many criminal and civil court case hearings alongside the firm’s partners
  - Assisted with face to face client meetings with the firm’s partners
  - Assisted with filing duties, scheduling of title deeds, arranging offsite storage of files and secure storage of title deeds
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### OTHER EXPERIENCE

#### House Dublin – Restaurant, Bar, Event Venue

*Hostess August 2022 - Present*

- Luxury hospitality group
- Front of House/Hostess duties and hotel reception responsibilities in a busy customer centric environment
- Responding to guest inquiries and requests in a timely, friendly and efficient manner.

#### Bluebird Care Dublin South

*Receptionist/Administrator May 2021-July 2021*

- Administrative and receptionist duties for a busy company providing specialist home care assistance
- Responding to customer and family queries in a professional, supportive and sympathetic manner

#### Music Video Performance Work

*Dance and Acting Performer May 2019/May 2021*

- Featured in musician Sion Hill's 'Fuel Kids' music video directed by StoneFace Films
- Social Media and television advert performer for Ambr Eyewear.

### **ZoeZoe Candles**

*Part Time Role 2016-2017*

- Dealt with the social media for a start-up bespoke candle firm
- Helped design materials and stands for the business for showcases throughout the country
- Worked at ZoeZoe candle stands in subsequent years at the RDS Craft Fair and Soroptimist annual conference event.

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## **VOLUNTEERING**

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### **Animal Shelter - Friends of Animals Mullingar**

*Volunteer Sept 2016-June 2016*

- Monthly volunteering in local animal shelter
- Work included walking, feeding and cleaning animals, interactions with potential adopters, social media work advertising animals

### **Fundraising - Women's Aid**

2022

- Experience with charity events and fundraisers
- Organised and raised close to €1000 single handedly within a week's time for Women's Aid, a registered charity for domestic abuse, on behalf of the L&H Society.

## **ACHIEVEMENTS & SKILLS**

Communications

- Social Secretary for the 168th Session of the Literary and Historical Society (L&H) in UCD
- Social Media Officer for UCD Dance Society 10th Session 2020/2021
- Hot Press Magazine Student Ambassador 2020-2021
- Nitelife Student Rep 2019/2020

Interests

- Ballet and tap examinations completed Primary-Intermediate with ABD (Associated Board of Dance)
- Professional dance training certificate in The College of Dance, Dublin
- Irish Sailing Association Level 3 Sailing qualification
- Irish National Youth Ballet 2017-2018 senior member

Languages

- B2 level French - Erasmus year in Belgium 2021-2022
- Gaeilge - Limited working proficiency

References available on request