

**Zoe Johnston**

Email: zoe101johnston@gmail.com

**CORE COMPETENCIES**

| Critical Analysis | Legal Research and Writing | Linguistics | Professional Networking | Case Management | Contract Review

**EDUCATION**

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- Technological University Dublin (“TUD”)** October 2024
    - Postgraduate Diploma in Law - 2:1
  - University College Dublin (“UCD”)** 2019 - 2023
    - BSc (Hons) degree in Politics and International Relations with French - 2:1
    - Key Modules - EU Politics, Civil Procedure, Political Theory, International Relations
  - Loreto College Mullingar** 2013 - 2019
    - Irish Leaving Certificate - 520/625 points
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**WORK EXPERIENCE**

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- Beauchamps Solicitors LLP** May 2024 - Present  
*Legal Executive*
  - Legal administration
  - Conducted legal research using Westlaw and drafted client agreements and contracts for review
  - Drafting and reviewing legal documents
  - Collaboration with clients and parties involved in legal transactions
  - Facilitated Mortgage to Rent transactions from initiation to completion

- Nooney and Dowdall LLP Solicitors** July 2019, January 2021, July/August 2023  
*Receptionist*
  - Managed reception and client-facing responsibilities
  - Streamlined and managed administrative functions and tasks
  - Meeting clients, booking meetings, sorting and distributing post, arranging couriers
  - Answering busy phone lines and dealing with client queries

- House Dublin – Restaurant, Bar, Event Venue** 2016 - 2017  
*Work experience*
  - Exposure to all areas within the firm, including litigation, conveyancing, probate, and family law matters.
  - Attending criminal and civil court case hearings alongside the firm’s partners
  - Assisting with face-to-face client meetings with the firm’s partners

- House Dublin – Restaurant, Bar, Event Venue** August 2022 - May 2024  
*Hostess/Front of House*
  - Developed strong client-facing communication skills in a high-pressure environment
  - Front of House/Hostess duties and hotel reception responsibilities in a busy customer-centric environment
  - Responding to guest inquiries and complaints in a timely, friendly and efficient manner

- Bluebird Care Dublin South** May 2021-July 2021  
*Receptionist/Administrator*
    - 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
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**VOLUNTEERING**

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- Animal Shelter - Friends of Animals Mullingar** September 2016 - June 2017  
*Volunteer Sept*
  - Regular volunteering at a local animal shelter
  - Assisted in rehoming over 20 animals through social media campaigns and adoption coordination

**Fundraising - Women's Aid**

- Successfully organised a fundraiser that raised €1,000 with a deadline of one week for Women's Aid on behalf of the L&H Society

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**ACHIEVEMENTS & SKILLS**

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**Communications**

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

**Interests**

- Irish National Youth Ballet 2017-2018 senior member
- Associated Board of Dance Primary-Intermediate level ballet and tap
- Professional dance training certificate in The College of Dance, Dublin
- Irish Sailing Association Level 3 Sailing qualification
- Full Irish Driving Licence
- Proficiency in Microsoft Office - Word, Excel, Powerpoint

**Languages**

- English - Native language
- Conversational in French (B2 level) - Erasmus Programme - University of Liège (2021 - 2022)
- Gaeilge - Limited working proficiency

References available on request