# Justin Case

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## Education

2020 – to date Maynooth University, Maynooth, Co.Kildare.

 **LLB Law Degree**

 *Expected Result: 2.1 Honours*

##### Skills

**Administration**

* Financial awareness ensuring surplus for end of year accounts
* Relevant research prior to commencement of project

**Organisation**

* Planned activities to ensure that targets and deadlines are successfully met
* Experience multi-tasking and working on own initiative in a variety of settings

**Research**

* Accessed and reviewed archives
* Interviewed representatives of relevant organisations
* Attempted to source primary materials relating to topic
* Ensured best value regarding costs for self and client

**Team working**

* Constant team-working to ensure efficient workings of projects
* Liaised with other professions at various stages of project

##### Relevant Experience

June 2022 Arthur Cox

 **Summer Intern**

* Assisted in the drafting of contracts
* Attended client meetings
* Wrote research memoranda

Summer 2021 Computer Centre, Maynooth University, Maynooth, Co. Kildare.

 **Clerical Assistant**

* Dealt with queries from the public, checked deliveries and maintained

records

* Arranged delivery/collection for courier service as required and maintained appropriate responsibility for stationery stores/supplies, photo-copying and binding
* Dealt with emails and managed reception
* Inputted and retrieved data and handled filing duties
* Sorted and distributed incoming mail

2019 to date Gifts & Things, Maynooth, Co. Kildare

(Weekends) **Sales Assistant**

* Responsible for general upkeep and appearance of premises
* Advise customers on a wide range of products
* Arrange delivery of stock to and from the store
* Train in new staff
* Responsible for cashing-up at end of day

**Voluntary**

Jan 2020 to date Someplace Citizen’s Information Service

(one evening per week) **Information Provider**

* Dealing efficiently with member of the public,
* Sourcing information to answer their queries on social and civic rights and entitlements. We
* Using an online CRM system for recording queries.
* Extensive knowledge of current and reliable sources of information and referral procedures

**Interests and Activities**

***Professional*** Attending open court sittings

***University:* 3rd Year Class Representative (2022-2023)**

* Attended Union Council and raising any issues of concern to the class
* Reported on Union Council to the class
* Raised any issues that needed raising with the department

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#  PRO, LegalTech Society, Maynooth University (2022-2023)

* Designed and distributed advertising for society events
* Increased awareness of the society on campus
* Operated Society Stand on MU Clubs & Societies Fairs Day

#  Member – Law Society, Maynooth University (2019 to date)

* Attended Society meetings and events
* Volunteered to operate Society Stand on Maynooth University Clubs & Societies Day

#### Other Qualifications

* T.E.F.L. qualification (RSA)
* Completed conversational German course
* Full Driving Licence
* Completed First Aid course (2020)

##### Other Achievements

***President’s Award – Silver (2019)***

* Presented with this award for personal achievement in the areas of physical recreation, community involvement, personal skill and adventure project

##### Referees

Dr Ellen O’Flynn Mr John Smith

**Lecturer Manager**

##### School of Law & Criminology, Gifts & Things

Maynooth University Maynooth

Maynooth Co. Kildare

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