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PERSONAL STATEMENT

As a final year law BCL student at UCD, with a strong foundation in legal knowledge, I also have six years of work experience in the customer service sector. This has not only allowed me to develop my transferable skills such as interpersonal and communication skills but has also equipped me with an understanding of client needs, time-management, work ethic, and the ability work within a team. I am also currently working as a legal executive as well as finishing my final year. This experience has allowed me to apply theoretical legal knowledge in a real-life setting, fostering a deep passion for the intricacies of the legal profession. As a legal executive, I successfully navigated the challenges of supporting solicitors and managing case files, further enhancing my understanding of the legal landscape.

EDUCATION

Bachelor of Civil Law (BCL) - University College Dublin

Currently in my 4th and final year of my course in UCD.

- **1st year GPA:** 3.63 Second Class Hours
- **2nd Year GPA:** 3.71 First Class Honours
- **3rd Year GPA:** 3.73 First Class Honours

Leaving Certificate - Coláiste Rís Secondary School, Dundalk.

Subjects	Grade (old point system)
English (HL)	A1
French (HL)	A1

Biology (HL)	A2
Business (HL)	A2
Accounting(HL)	B1
Math (HL)	B2
Total Points	545 points

WORK EXPERIENCE

- **O'Brien Lynam Solicitors**

Role: *Legal Executive 2023 – Present*

In this role, I provided comprehensive support to both the litigation and property teams within the firm, collaborating with another legal executive. My responsibilities encompassed supporting the solicitors in managing case files in an organized and efficient manner. I did so by using Evolve which is a case management software and learnt a proficient file and case management skill that enhanced overall productivity of the work. I prepared documents by binding/ preparing briefs and discoveries for solicitors to send to barristers or take to court. This required a high level of attention to detail, an ability to work independently while ensuring time management that documents were completed in a timely manner.

A task I thoroughly enjoyed was filing affidavits, motions and other documents in court when required by the litigation team, getting documents sworn. This aided in developing strong communication and interpersonal skills, fostering effective collaboration within the legal team. I also enjoyed visiting the Courts and being in that environment. Answering e-mails, drafting letters to other firms, going to court and binding documents have prepared me to develop exceptional task management so that I consistently meeting deadlines and displaying a commitment to efficient and organized workflow. I also accompanied solicitors into meetings helping them take minutes and any notes, this aided me to grow familiar with our loyal clients and gave me insights to navigate professional client responsibilities effectively.

- **Bottega Veneta, Brown Thomas Dublin**

Role: *Luxury Client Advisor. 2019 - 2023*

During my tenure, I gained valuable experience in customer service, encompassing both front-end sales activities and back-end administrative tasks within the stockroom. This dual role involved promptly responding to client and head-office emails while managing various administrative responsibilities. Collaborating closely with the Bottega operations team, I

adeptly addressed stock and IT issues, striking a harmonious balance between customer service and administrative duties.

This experience fostered a keen attention to detail and a client-focused approach to achieve targets aligned with the company's strategy. Additionally, I actively contributed to building a cohesive team environment by sharing information and best practices, honing my interpersonal skills. The role necessitated effective multitasking and task management, and I developed proficiency in using Excel, CRM, and other company software and procedures. Notably, I successfully cultivated customer relationships, fostering a loyal clientele base.

- **Charlotte Tilbury, Dublin**

Role: *Retail Artist- 2015-2019*

During my time at Charlotte Tilbury in Dublin, I served as an integral member of a dynamic creative team dedicated to delivering exceptional makeup artistry and upholding the brand's high standards. The role involved consistently meeting the highest makeup artist standards, staying current on product knowledge, and managing stock replenishment. Central to the position was a strong emphasis on customer service, with a focus on building valuable relationships with our loyal clientele. Operating within the demanding and bustling concession in Brown Thomas, this role required a heightened level of attention to detail, hard work, and the ability to think on one's feet, working both independently and collaboratively within the team.

Extra-Curricular & Interests

Focus Ireland

Community Service Volunteer

In addition to my academic pursuits, I am proud to have dedicated my time to meaningful social causes, particularly through volunteering with Focus Ireland. Serving as a volunteer for this reputable organization allowed me to contribute to the fight against homelessness and make a positive impact on the lives of those in need. Through this experience, I gained valuable insights into the complexities of this social issue in Ireland.

Copenhagen Half Marathon 2023

Completed

Beyond my volunteer commitments, I am an avid enthusiast of long-distance running and have a love for fitness in general, a passion that I have cultivated over the years. One notable achievement in this realm is my participation in the Copenhagen Marathon in September 2023. This experience not only tested my physical endurance but also exemplified my dedication, resilience, and goal-oriented mindset. My interest in running

not only serves as a personal pursuit but also helps me in maintaining a healthy and balanced lifestyle with work and college, contributing positively to both my physical and mental well-being which is something I really priorities in life. I hope to participate in more marathons in the future.

Reference available at request.