C.V

Daisy Marcella O’ Brien +353873318547 [daisyobrien13@gmail.com](mailto:daisyobrien13@gmail.com)

Address: 22 Townparks Manor, Kells Co. Meath A82F5N8

Date of birth: 30/07/2003

Nationality: Irish

I am a 20-year-old college student. I am currently in my second year of a single honours Law degree in Trinity College Dublin. I began in first year doing a Law and Course, however I changed to Law Single Honours after my first year. I have an interest in learning about what working in a law firm consists of and skills that I could procure from experience at a law firm. I have particular interest in International Law jurisdictions and the corporate law world. I have previous jobs that show the skills that I have learned. For instance, communication skills, organisational skills, and a history of experience with having high levels of responsibility in my previous jobs. I am currently employed in an office as a customer sales assistant and office administrator for an Irish-owned sales company.

WORK EXPERIENCE

\* July 2022 – October 2023: I currently still work for them on a part-time basis when they need help with certain projects.

**Administrator at Clinch Wealth Management:**

[Ferry House, 48-53 Lower Mount Street Dublin D02](https://www.bing.com/ck/a?!&&p=5bafb8e9363fc84bJmltdHM9MTcwNjgzMjAwMCZpZ3VpZD0zNDZiNDQ5Yi02MDlmLTYwODgtM2M4ZC01NmIyNjFkMjYxNTUmaW5zaWQ9NTQ2NA&ptn=3&ver=2&hsh=3&fclid=346b449b-609f-6088-3c8d-56b261d26155&u=a1L21hcHM_Jm1lcGk9MTA5fn5Ub3BPZlBhZ2V-QWRkcmVzc19MaW5rJnR5PTE4JnE9Q2xpbmNoJTIwV2VhbHRoJTIwTWFuYWdlbWVudCUyMExpbWl0ZWQmc3M9eXBpZC5ZTjgwODJ4MTc2MjUwMzczMjQzNzY4ODczNzAmcHBvaXM9NTMuMzM3ODQ4NjYzMzMwMDhfLTYuMjQxNzk5ODMxMzkwMzgxX0NsaW5jaCUyMFdlYWx0aCUyME1hbmFnZW1lbnQlMjBMaW1pdGVkX1lOODA4MngxNzYyNTAzNzMyNDM3Njg4NzM3MH4mY3A9NTMuMzM3ODQ5fi02LjI0MTgmdj0yJnNWPTEmRk9STT1NUFNSUEw&ntb=1)

* I answered all client calls and emails during office hours.
* I was in charge of notifying clients about their fund allocations.
* I was assigned certain business projects to help with.
* I filed and organised documents.
* I have Microsoft Excel and Microsoft Office skills.
* I scheduled client meetings.
* I organised the weekly work roster.
* I was responsible for answering client queries.
* I sent out and received all of the office’s mail.

Current Employment: **Customer service Agent for ‘Gifts Direct’ and ‘The Irish Store’**

* I work for a customer service helpline, and I answer customer queries.
* I make sales for this dual company over the phone, I deal with a wide range of clients from all different nationalities.
* I have a quota of emails that must be answered daily when I am working.
* I look into the location of certain orders, the quantities of stock in our warehouse and I follow up with refund and re-shipments of orders for customers.
* I work as part of a customer service team to deliver high-quality goods around the world.

\* October 2019 – October 2023

**Waitress at The Book Market Cafe, Kells, Co Meath.**

* Served tables and took orders.
* Used the cash register and handled money.
* Used the barista machine to make a selection of coffee orders.
* Cleared and cleaned tables.
* Cleaned kitchen and café.
* Trusted with opening and closing the café.

\* February 2020 – July 2022

**Sales Assistant at The Arcade Gallery, Georges Street Arcade, Dublin.**

* I managed card and cash transactions.
* I was responsible for opening and closing the shop.
* I communicated with customers in a friendly manner.
* I gift-wrapped goods for customers.
* I helped push sales of certain items alongside investigating into a wider selling audience.

**EDUCATION**

\* August 2016 – June 2022

Eureka Secondary School, Kells, Co Meath. Leaving Certificate.

\* September 2022 – July 2025

Trinity College Dublin, Bachelor of Law. I am in my second year of a Law single honours degree.

**REFERENCES**

\* Michele McGuirke from Clinch Wealth Management

+353879185726

\*Joel Harrington from Gifts Direct

+353857751346

\* Jess Olahan from The BookMarket Cafe

+353879034792

**SKILLS**

Answering Business Phone Calls and Emails.

Excel and Microsoft Word skills.

Computer and Printer skills.

Handling Client relations.

Barista Skills.

Handling Cash and Card Transactions.

Teamwork skills

Communication skills.

Organisational skills.