|  |
| --- |
| Julia Orchowska |

**083 8070665 · juliaorchowskarcs@gmail.com**

A professional candidate developing a growing practice in the area of legal skills with supporting experience in the fields of retail and customer service. Offers an exceptional exposure to team working environments holding the capability to develop effective working relationships with multidisciplinary departments. Seeking to leverage existing skills and apply ones experiences to new opportunities. Strong observational, communication, and people skill which allows for adaptation to be evident within any working environment.

I am looking to start my FE-1s and commence my traineeship in 2026.

# Experience

|  |
| --- |
| january 2023 – presentlegal secretary (cooperative education placement), melvyn hanly solicitors, patrick street, limerick  * Preparing, typing, and filing legal documents, such as wills, contracts, and title deeds etc * Managing correspondence and responding to clients’ enquiries in person, via email, or by telephone * Organising diaries, scheduling appointments, and arranging meetings * Audio typing from digital dictation, transcribing interviews, and conducting legal research * Gathering information required for cases, such as accident reports or medical records * Scanning, photocopying, and faxing * Typing dictated audio files and written notes  may 2022 – january 2023retail sales assistant, penneys, o’connell street, limerick  * Providing customers with information on pricing and product availability as requested * Handling cash transactions via cash register, credit card machine and ensuring cash reconciliation at the end of each shift was compliant with end of day report * Unloading and transferring stock into storage areas and monitoring stock rotation * Flexibility with regard to working schedule as hours in such a profession vary * Measuring customers’ needs and preferences while also communicating product knowledge in order to make contentious recommendations to the customers liking * Complying with store visual merchandising plans and stocking rotation for store displays  july 2021 – september 2021Store/deli assistant, Daybreak, Ballycullane, wexford  * Flexible across different areas within the store such as operating cash tills, working on deli counter, providing assistance on main shop floor and handling stock in take within the stocking areas * Following all food safety and sanitisation procedures established by the company handbook and in line with HACCP guidelines. * Addressing and interacting with customers, making product recommendations while also guaranteeing an exceptional level of customer service is adhered to. * Ensuring product rotation is monitored * Unloading and transferring stock into storage areas and monitoring stock rotation.  other working experiencesjuly 2020 – august 2020customer service agent, Eishtec, Co. Wexfordjune 2018– august 2018waitress, Glendine Country House, Arthurstown, Co. WexfordEducationSEPTember 2020 – presentlaw and accounting, university of limerickSEPTember 2015 – june 2020leaving certificate, Ramsgrange Community School, wexford |
|  |
|  |

# skills, achievements and hobbies

|  |  |
| --- | --- |
| * Experience and practice working with Microsoft Office; Word, Excel, PowerPoint and Outlook * Fluent in Polish * Proficiency in German Language * Visual Merchandising * Manual Handling trained   *References available upon request.* | * Dictation typing * 2 UL Silver Presidents Volunteer Award for volunteering in the Great Orchestra of Christmas charity * Soccer team member * UL Surf Club and UL Law Society member |