**PERSONAL DETAILS**

Name: Louise Murphy Address: 7 Monksfield Meadows,

Telephone: 085 8138741 Clondalkin,

Email: lpmurphy218@gmail.com Dublin 22

**WORK EXPERIENCE**

Jun 2023 – Jan 2024 Patrick J. Farrell & Company Solicitors, Newbridge

Position: **Legal Intern**

**Ancillary Tasks**

* Created briefs for barristers, solicitors, and court.
* Attended court and client meetings to assist solicitors.
* Filed important documents.
* Completed dictation for various solicitors.

**Receptionist Duties**

* Answered calls from clients and other solicitors.
* Greeted clients when they came in for appointments.
* Scheduled appointments for solicitors.

Feb 2022 – May 2023 Housing and Residence Life, Old Dominion University

Position: **Desk Receptionist**

**Customer Service**

* Greeted residences and helped them with any issues.
* Dealt with any residence complaints.
* Assisted residences with replacement keys.

May 2021 – Aug 2022 McDonalds, Liffey Valley Retail Park

Position: **Crew Trainer**

**Customer Service**

* Greeted customers and took their orders.
* Dealt with any customer complaints.

**Crew Training**

* Promoted in May 2022 to Cash Counter which involved counting floats, performing cash drops, and recording these drops in the account’s ledger.
* Promoted in June 2022 to Crew Trainer which involved extra duties such as supervision and training of new crew members.

**EDUCATION**

**National University of Ireland, Maynooth**

BCL International Law and Criminology (2.1 predicted) Sep 2020 – Present

**Coláiste Bríde, Clondalkin**

Leaving Certificate (520 points) Sep 2017 – Jun 2020

**SKILLS**

* Fluent Irish (verbal and written).
* Excellent computer skills including Microsoft Office.
* Team worker
* Punctual
* Good Communicator

**ACHIEVEMENTS**

* I was a mentor as well as a music and maths prefect in Coláiste Bríde during 5th and 6th year.
* Nominated for and won numerous awards during my time in secondary school, including being nominated for student of the year in 6th year.
* Participated in the World Music Contest in Kerkrade, Holland in 2017.
* Participated in eight Saint Patrick’s Day parades from 2013 - 2022
* Completed my lifeguard course with Irish Water Safety.
* I was a Cinnire Tí (House Leader) while attending the Gaeltacht in Coláiste Chamuis, Galway in 2018 and 2019 and was chosen to be Príomhchinnire (Head Girl) for the year 2020.

**INTERESTS AND HOBBIES**

* Member of the Clondalkin Youth Band from 2009 to 2022.
* Member of the Knockmitten Youth Choir since 2012.
* Reading
* Swimming
* Travel

**REFERENCES**

Available on request.