

Michelle McDermott

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PERSONAL PROFILE

Recent Law graduate with strong commercial awareness and understanding of the profession. Seeking a traineeship to enhance legal skills in order to excel in the legal sphere and gain invaluable experience with highly regarded professionals. Highly motivated and determined to become successful in the legal world. Knowledgeable in creating and maintaining strong client relationships to deliver excellent customer service. Well versed in driving teamwork to generate successful outcomes from experience working in management.

VOLUNTEERING

Held a fundraiser for Limerick Suicide Watch 2019.

Volunteer trainer for GAA under 6 Nursery Programme 2014.

Swimming Assistant with St. Peter and Paul's National School assisting children with disabilities 2014.

Helped teach foreign students English with the Shannon Academy 2014.

INTERESTS AND HOBBIES

Passionate about health and fitness for both mental and physical wellbeing.

Social and outgoing individual who enjoys travel and adventure.

REFERENCES

Professional and Academic, available on request.

ACADEMIC QUALIFICATIONS

Law Society of Ireland

FEI Candidate – Passed all exams

Bachelor of Laws

First-Class Honours - University of Limerick (2020-2021)

BA Criminal Justice

First Class Honours - University of Limerick (2016-2020)

Leaving Certificate

470 points - Athlone Community College (2016)

PROFESSIONAL LEGAL EXPERIENCE

Hugh J. Campbell & Co. Solicitors

Legal Intern (June 2018 - December 2018)

- Received valuable experience regarding the internal workings of a law firm.
- Worked as part of a team to meet case deadlines using problem solving and researching techniques.
- Attended courts on many occasions as a note-taker and to observe court proceedings in order to become familiar with external legal procedures.
- Maintained and completed a personal workload including construction of briefs for counsel, clients and opposing firms.
- Partook in office duties such as typing dictations, answering calls, arranging appointments, and replying to emails.
- Met with clients, building strong rapport with individuals to ensure their needs were met and opinions were listened to.
- Designed and inputted all data into an online Wills document for ease of allocation for all staff.

ACADEMIC ACHIEVEMENTS

*Awarded the Centre for Crime,
Justice and Victim Studies prize
for highest QCA in BA Criminal
Justice 2nd year.*

*Listed on the University of
Limerick's 'President's List' of
outstanding academic
achievement on 3 occasions.*

*Home Economic Student of the
Year 2016.*

SKILLS

Client interviewing.

Professional communication.

Cash management and handling.

*Time management and
delegation.*

Forward thinking and creative.

Attention to detail.

Strong work ethic.

*Ability to drive passion and
performance.*

Personnel Management.

CURRENT PROFESSIONAL EXPERIENCE

Fields the Jewellers

Assistant Manager (September 2022 – present)

Store Supervisor (May 2022 – August 2022)

Sales Consultant (July 2021 – May 2022)

Progressed through the company in order to obtain current position.

Working with store manager to oversee employees work to ensure store functionality by motivating team and driving sales.

Acting as a point of contact between employees and other managers within the company.

Directly training employees to ensure upskilling is occurring on a continual basis to achieve high standards and professional conduct.

Anticipating customer needs and providing high quality service whilst upholding brand standards and values to generate customer satisfaction.

Maintaining, cleaning and organising inventory and curating displays of rotating seasonal jewellery.

Happily guiding customers through the process of successfully finding their ideal styles for any occasion.

Meticulously handling POS system transactions.

Actively working to stay informed about the latest sales and loyalty programmes.

PREVIOUS PROFESSIONAL EXPERIENCE

Successfully maintained and excelled in several other roles allowing for well-rounded experience working with teams to deliver exceptional service.

St. Brigid's GAA Club

Bartender (May 2018 – May 2021)

Aura Grove Island

Receptionist (September 2020 – May 2021)

Audi Athlone

Receptionist (May 2018 – May 2020)

Cul Camps

Coach (June 2019 – August 2019)

Hodson Bay Hotel

Waitress (May 2014 – April 2018)