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| Mythili Jaikrishnan+353 872561653 mythili.jaikrishnan@gmail.comI am an aspiring solicitor with a genuine passion for the legal profession. I am eager to enhance my skill set and offer high-value administrative support in a legal environment. I hope to gain an internship opportunity to acquire practical experience in the field of law and contribute effectively to a dynamic legal team. I am highly adaptable and capable of working both independently and collaboratively within a team. I display attention to detail in my drafting which is crucial in legal research, document preparation, and case analysis. I am passionate about the areas of media and technology and have a keen interest towards the laws surrounding regulation including the incoming Digital Reform Package currently being implemented across the EU. Skills* Legal Research
* Issue Spotting
* Persuasive Writing
* Legal project work
* Case interpretation
* Data entry
* Administrative tasks
* Problem-solving
* Outstanding communication skills

Languages ★★★★★ English ★★★★★ Malayalam ★★★☆☆ Hindi ★★★☆☆ Tamil ★☆☆☆☆ Arabic |  | WORK EXPERIENCE**Counter Staff/Waiter at Camile Thai, Dublin, Ireland -** April 2023 - now* Performed opening and closing procedures accurately and on time
* Operated the cash register accurately and balanced the register at the end of the shift
* Demonstrated excellent multitasking abilities, managing a high-volume of orders and customer service tasks during peak hours
* Collaborated with kitchen staff to ensure orders were prepared in a timely manner with the highest quality standards
* Ensured food safety and sanitation standards were met at all times, resulting in a clean and safe dining environment

**Parent Liaison Officer at Voluntary Tuition Programme, Dublin, Ireland -** November 2023 - now* Communicated with parents of students, tutors, and committee members on a daily basis to organise schedules and ensure smooth running of classes
* Oversaw tutoring sessions on a bi-weekly basis and assisted with sessions where needed
* Improved upon various skills such as multi-tasking, time management, IT skills, and administrative skills.

**Law Intern/Assistant at Bestwins Law Firm, Abu Dhabi, United Arab Emirates** - May 2022 – July 2022* Participated in professional skills training to develop strength in legal research, analytical problem solving and client counselling.
* Assisted the Corporate and Commercial Team with legal research about Free-zones Rules and Regulations, Cryptocurrency Laws, and Defamation Laws in UAE
* Shadowed lawyers to understand workloads, case management and network development.
* Conducted legal research and drafted official documentation.
* Gained knowledge of regulations and policies associated with corporate law.
* Worked independently with minimal supervision after completing initial training.
* Maintained working understanding of current laws and legal processes, continuously striving to develop professional knowledge.

EDUCATION* 2021 – 2025

 **Trinity College Dublin, Dublin Single Honors Law** (Grade 2:1)* 2014 – 2021

 **Mayoor Private School, Abu Dhabi** (Grade 92%)* July 2020 – July 2020

 **University of Oxford, Remote Law Online Course**Completed various legal research assignments, engaged in debates, collaborated with other students in group projects, and learned more about the legal field and its workings from all over the world.ACHIEVEMENTS * Published a legal article about the New Unemployment Scheme in UAE
* Received an academic scholarship upon university admission
* Part of various law societies within college
* Held the position of School Prefect
* Won various awards in the fields of Art and Literature
* Volunteer/Director of various organizations working towards the betterment of the environment and community.
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