

PAULINA ANTKIEWICZ

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SUMMARY

I am a motivated person that seeks for new challenges and experiences. I am always driven to excel, whether in a team or by myself. I am a highly motivated, hardworking person who is quick to learn new skills and adapts new environments with ease. I am a confident, sociable person with excellent public speaking skills. I have excellent communication skills and love meeting new people.

EDUCATION

University Collage Dublin, 2021 to date

Currently studying to gain a bachelor degree in Business and Law with an average GPA of 3.0.

Studying a dual degree has definitely shown me how to manage a lot of work and stress, the competitive and work filled degree has helped me succeed in completing big workloads in short periods of time and still manage to accomplish having a social life.

Balbriggan Community College, 2019 to 2021

Completed the Leaving Cert with 550 points from classes like Mathematics, Spanish, Polish, English etc.

School Achievements

- *Sport*: Part of the basketball team. Represented my school in a number of basketball matches. Participated in cross country and Santry for three years straight. Was in the swimming club.
- *Committee's*: Part of the Law Committee, Law and History Committee and the Investors and Entrepreneurs Society. All of these help me gain more experience in the sectors that I'm interested in.
- *Irish Committee*: Participated in an Irish Committee that encourages the Irish language and helps raise funds for the Gaeltacht.
- *Trinity Pathway to Law*: Learned how a Barrister and Solicitor operate, completed mock trials and worked on past cases.

- *Buddy/mentor for first years:* Helped first years settle down in secondary school, had meetings with them where we talked about their feelings, experiences and answer any of their questions.
- *Debs Committee member:* Planned out the debs whilst leading my committee. Used my leadership, communication and organisation skills whilst taking care of lowering prices and distributing information to my peers.
- *Prefect:* Supported the younger students with problems going from mental health and family problems to simply helping them find their way around the school.
- *Merits:* Achieved merits for participating and helping organise schools go orange as well as great attendance.

WORK EXPERIENCE

Barista, Costa Coffee, 08/2022 to Current

- Maintained regular and consistent attendance and punctuality.
- Monitored supply levels at counter and maintained customer areas to meet all demands.
- Memorised recipes for tens of different coffee beverages and seasonal offerings.
- Elevated customer loyalty by using strong communication skills to help resolve customer problems.
- Helped managers keep the correct supply on hand by notifying of shortages.
- Pleasantly interacted with customers during hectic periods to keep a positive and fun environment.
- Helped train new team members with positive, respectful, encouraging feedback.

Sales Assistant, H&M, 05/2022 to 08/2022

- Helped customers find products in store and through its system to locate said products in other areas.
- Used consultative sales techniques to deal with customer needs and promote products and services.
- Answered customer questions to share information about products, availability, and pricing.
- Assisted customers support in-person and via telephone.
- Remained calm and collected in high-stress, dynamic environments especially during busy seasons, to give the best service possible.

Bartender, Harvest Bar, 05/2021 to 04/2022

- Followed alcohol guidelines whilst simultaneously supporting and handling customer and team needs to prevent mistakes and delays.
- Handled cash and performed opening and closing duties which included taking in inventory and setting up for the shift.
- Served high customer volumes during special events, nights, and weekends, whilst increasing profits.
- Conducted regular inventory count to keep bar and drink supplies stocked, avoiding expensive rush orders.

Arthur Cox, February 2019

I completed a work experience programme that included both legal and personal developmental aspects. I learnt how to behave in a professional environment and the importance of completing my Leaving Certificate and getting good results.

- Attended the Courts of Ireland including the Criminal Courts to understand the role of the judge, barrister, lawyer and jury.
- Attended numerous talks relating to the paths to becoming a solicitor.
- Shadowed some of the trainee solicitors and gained an insight into their day to day duties and what the role of a solicitor entails.
- Visited Deloitte where and got insight into the numerous different jobs there.

SKILLS AND ABILITIES

- *Languages:* Fluent in English, Polish and intermediate in Spanish.
- *Computers:* Familiar with the use of Microsoft 365.
- *Customer Service:* Thanks to working in a pub and a coffee shop, I have learned to deal with difficult situations and difficult customers. I enjoy talking to people and getting to know them, as well as creating long lasting bonds.
- *Working under pressure:* I'm used to fast paced environments with the developed skill of staying level headed and giving the best service to the customers whilst helping my co-workers stay calm.
- *Attention to Detail:* I'm quick to notice little mistakes and to my best abilities I try to fix them before they're further noticed.

- *Time management:* I'm very good at managing my time and doing everything quickly and efficiently as I had to manage two jobs at the same time before.

HOBBIES AND INTERESTS

- *Hiking* - I try to go at least once every two weeks with friends and family.
- *Music* - I have a big interest in music and enjoy going to concerts and watching other people play music.
- *Reading* - I enjoy reading novels and autobiographies.
- *Sport* - I have a merit award for basketball. I also love running and swimming.
- *Films* - I have a huge interest in films and television, with a great knowledge of films.
- *Writing* - I enjoy writing fiction and descriptive pieces.

REFERENCES

- Available Upon Request.