**Róisín Randle**

**70 Tudor Grove, Ashbourne, Co. Meath, A84 P935.**

**Email:** [**roisinrandle@gmail.com**](mailto:roisinrandle@gmail.com) **Mobile: +353 (85) 227 6572**

**PROFILE**

I am a fourth-year law student in Trinity College Dublin and have been consistently employed over the past four years. I am a highly motivated and hard-working individual, with a focus on customer satisfaction and time management, skills which I have developed in the workplace. I have been employed in the law, hospitality, retail and childcare sectors, with positive experiences in every position I have held.

**CAREER HISTORY**

**Senior Bartender, Donaghmore/Ashbourne GAA Club October 2018 - Present**

* Started as a lounge girl and worked my way up to become a bartender.
* Act as a manager when the senior manager is available.
* My areas of responsibility include the following;
* opening and closing the bar,
* ensuring the safety of patrons by removing overly-intoxicated individuals from the premises, and
* ensuring staff are content and confident in their roles.

**Intern, Damien Tansey Solicitors LLP June 2022 - September 2022**

* Communicated with clients, both via email and telephone, updating them on their cases and answering questions they had.
* Drafting and sending correspondences to a variety of external parties, including expert witnesses, medical facilities and barristers. This taught me a lot about the language requirements of legal writing.
* Organised medical records, reviewed expert reports with partners and communicated with experts about their findings. This hands-on experience has given me invaluable insight into the operation of the management of such cases.
* Prepared attendances after client consultations.

**Receptionist, Tallans Solicitors LLP June 2021 - September 2021**

* I consulted with clients and visitors daily, and also was trusted with handling confidential and valuable documents constantly as well as large amounts of cash.
* I learned a lot about the workings of the legal world which has not only assisted me in my studies but has given me an advantage in latter positions in this line of work.
* Technology was pivotal to my work. My main communications were done via email and telephone conversations, and I also quickly adapted to new online systems for filing which has furthered my pre-existing knowledge of computing.

**Waitress, Lemon Thyme Cafe June 2021 - September 2021**

* In my part-time waitressing job, I was in a customer-facing role, tasked with waitressing, and sometimes hosting customers.
* This was a fast-moving environment where teamwork was vital for work to be done in an efficient manner, which is pivotal in the food service industry.

**Online Sales Assistant, SuperValu Ashbourne April 2020 - June 2021**

* My day-to-day duties included providing the highest quality products for customers, ensuring online orders are completed on time and answering customers’ queries.
* Appointed the role of Employee COVID-19 Representative, which required me to ensure my co-workers complied with the COVID-19 regulations, as well as raising the worries of my co-workers concerning safety with management.
* Co-ordination between sales teams and delivery departments also played a pivotal role and I have bettered my interpersonal management in this role.

**Ticket Sales Assistant, Croke Park April 2018 – March 2020**

* Utilised quick thinking, customer service and selling skills in a high-paced environment.
* Handled extremely large quantities of cash and made very expensive sales.

**Childcare Assistant, Fitness for Kids June 2018 – August 2019**

* Looking after and entertaining children between the ages of 4 and 11 years old, including those with special needs requirements.
* Ensuring the health and safety of all the children in attendance which required me to be constantly vigilant and use my judgement to identify and avoid any overtly risky activities.

**EDUCATION**

* Law (LL.B), Trinity College Dublin **2019 – 2023**

GPA: 68% (2-1)

* Leaving Certificate, Ashbourne Community School (ACS) **2019**

543 points

|  |  |
| --- | --- |
| English | H1 |
| Irish | H2 |
| Biology | H2 |
| History | H2 |
| Business | H2 |
| French | H3 |
| Maths | H4 |

**KEY ACHIEVEMENTS**

* Senior History Student of the Year 2019 – ACS
* Senior Religion Student of the Year 2019 – ACS
* Award of Excellence 2016 – ACS
* Award of Excellence 2015 – ACS
* Award of Excellence 2013 – ACS
* Outstanding Contribution to Enterprise 2013 – ACS
* Grade 4 – Piano – Royal Irish Academy of Music

**SKILLS & LANGUAGES**

* Full ECDL certificate
* English – Fluency
* Irish – Working proficiency
* French – Limited working proficiency

**INTERESTS**

* TCD Law Society Outreach Mentor
* Horse riding
* Trinity Musical Theatre Society
* Rugby
* GAA

**References are available on request**