

AN

# Abbie Naylor

I am a very hardworking and diligent person with a strong work ethic along with effective communication skills hence I am very comfortable working in a group.

## OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.



### PHONE

0871374778



### EMAIL

naylorabbie@gmail.com

## EXPERIENCE

2017-2019

Administrative Assistant-Naylor Engineering.

I was responsible for organising and managing the office. Through this job I learnt skills such as time management and clerical organisation.

May 2021-August 2021

Reservationist Agent-Brooklodge & Macreddin Village Hotel.

I provided various planning and booking services including answering customers' questions. I was required to work with minimal supervision and have excellent customer service skills with an extensive knowledge of the services we provided..

August 2021-March 2022

Legal Intern for Family Law and Conveyancing-Freehill Craughwell Solicitors.

I was employed as legal intern dividing my time between family and conveyancing law. I was responsible for typing correspondence as well as preparing court documents which led to me making court appearances. As a result of this job I now have excellent research, writing and analytical skills.

March 2022 -Present

Customer Service Agent-PureTelecom.

I took this job to improve my communication skills and to learn how to de-escalate situations.I had extensive conflict training and I now am comfortable dealing with difficult situations in a calm and effective manner.

## EDUCATION

I attended Colaiste Bhríde Carnew, Co.Wicklow for my secondary education. I completed the Leaving Certificate Exam with all honours.

LLB Degree from Maynooth University. I undertook modules such as Criminal, Human rights, Employment, Tort and Dispute Resolutions.

I have also completed all FE1 Examinations. I completed these exams while working full time. This is something which I am very proud of.

## COMMUNICATION

My time as a customer service agent has perfected my communication skills. I have had extensive conflict training which has taught me how to communicate clearly in a manner which deescalates the situation.

## **ORGANISATION**

---

I balanced the preparation for my FE1 exams, while working full-time and pursuing my love of travel. This required a high level of organisation and effective time management.

## **REFERENCES**

---

Available Upon Request.

## **CAREER OBJECTIVES**

I have dreamt of becoming a solicitor since I was a child as such I have continuously improved the skills necessary to enjoy a successful career. I enjoyed my time as a legal intern however it solidified my choice to work in Criminal Law as my main focus. I have a very strong work ethic so I am confident that I will excel with every task that I am given.