**Alexandra McDonogh**

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| **Personal Profile** |  |

A high performing, ambitious and committed Civil Law Graduate. With great teamwork and communication skills due to many years of client focused, work experience in bustling tourist towns. Excellent management skills and strong Leadership skills gained as a head waitress. Focused and works well in a fast-moving environment.

**Education**

**NUI Galway, Galway, Ireland**

Bachelor Of Civil Law

**Overall Grade:** 2.1

**Law Society of Ireland**:

Criminal Law FE1 completed.

**Tarbert comprehensive school, Tarbert, Kerry**

Leaving certificate

**Overall Grade:** 463 points

**Work Experience**

**September 2020 - Present Professional Work Placement in Berwick Solicitors, 16 Eyre Square, Galway**

* Receptionist duties such as taking enquiries over the phone, booking meetings, scanning the post and saving documents onto the ALB system.
* Prepped for and attended a high-profile medical negligence case.
* Assisted solicitors in drafting legal documents, preparing for court, preparing briefs and any other duties which I was asked to perform.
* Attended court, settlement talks and meditation talks’ on various occasions.
* Attended initial consultations with clients. Interacted with clients over the phone, by email and in office.
* Trained on the ALB management suite.
* Took payment from clients, lodged cheques into the client account and drafted receipts.
* Highly experienced in Personal Injuries and Medical Negligence.

- Drafted Form A’s on the PIAB portal. Spoke with PIAB workers.

- Drafted infant ruling papers and attended Ex Parte Rulings.

- Prepped for and attended High Court for a Personal Injury case

- Examined Medical Records

- Attended Medical Negligence Settlement talks and Trials.

* Experience in Family law, Conveyancing, Criminal and probate.
* Composed dictation.
* Went swearing in other firms with and without clients.

**Summer 2016, 2018 ,2019, 2020 Head waitress and Bartender in TP’s bar and restaurant, Bally David, Dingle**

* Waitressing experience on a large scale (dealing with up to 500 people daily)
* Handled money and credit cards.
* Communicated effectively with customers and other members of staff.
* Bar experience in an extremely busy bar.
* Stock control and ordered new stock.
* Trained new members of staff and introduced them to a new working   environment.
* Created rosters and organised rosters around staff.
* Opened and closed the premises.
* Trusted Key Holder to premises and to the safe with up to 5,000 euro in the safe at the time.
* Adapted to new roles as needed by the business.
* Dealt with suppliers to the business and signed receipts after checking all stock was delivered.
* Trusted to run the premises without supervision.
* Ran the bar's social media page.

**Skills and hobbies**

•**Organisational and Time Management**: Experienced at managing and prioritising tasks to meet deadlines in college. Ensuring all assignments are completed to a high standard in time for a deadline.

•**Communication and Interpersonal:** Strong team-working skills gained in group projects in college and in the service industry working with other members of staff.  Experience interacting with customers in a polite, helpful and friendly manner.

•**Language:** Basic conversational Irish.

•**Enterprising Skills:** Set up an enterprising company in secondary school named Scrubs and Rubs, and made a profit selling exfoliators, using a sugar base.

•**Computer skills:** PowerPoint, Internet email and project management tools (SFDC)- ECDL Certificate – Internationally recognised Certificate in Computer studies.

•**Athletic Hobbies:** immense interest in the fitness Industry and nutrition. Attends the gym five days a week and has done basic studies on nutrition and enjoys making personal gym plans.

**Achievements**

•   **Faine Award** – Irish Fluency

•  Completed First Aid Course

•   Three Summers of Irish College Completed

•   **Safe Food Certificate -** Distinction (EHOA) 2016, updated in 2018 and 2020.

**References**

1.Bar and restaurant experience in TP’s in BallyDavid Tralee, Co. Kerry.

**Reference:** Sean O’ Connor- 0872460507.

2.Restaurant Experience in Namirs, Ballybunion, Co. Kerry.

**Reference:** Namir Karmin - 086386211

3. Legal Experience in Berwick Solicitors 16 Eyre Square, Galway.

**Reference:** David Higgins- 091-567-545