

Alexandra Balog

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Personal profile

An ambitious and committed LLM postgraduate student who enjoys taking on responsibility and has a successful background working with individuals in a legal profession. An avid communicator, skilled in supporting solicitors with the management of files for ongoing case, interviews and hearings. Experienced in conducting detailed legal research with an extensive knowledge of legal procedures. I have a proven track record of meeting targets and deadlines with enthusiasm and professionalism. Developed a particular interest in business law and looking for an opportunity to use my skills.

Skills

- Ability to function under pressure.
- Ensuring high levels of client satisfaction. Talking to clients, finding out what their needs are and then offering advice.
- Excellent communication skills to resolve personnel issues and customer complaints.
- Proficient in handling tasks independently as well as a part of the team.
- Highly organised and able to make tasks a priority.
- Excellent attention to detail.
- Experienced in document filing and administrative support.
- Performing extensive legal research relating to cases.

Education

Mount Carmel Secondary School

The Institute of Education 2017-2018

Maynooth University; Bachelor of Laws LLB; 2018-2022; 2.1 Graduate (66.3%)

- 2nd year: Evidence 74%; Administrative Law 71%; Criminal Law 2 68%

- 3rd year: Employment law 71%; Dispute resolution skills and processes 76%
- 4th year: Intellectual Property Law- 67%; Whistleblowing law 70%

Trinity College Dublin- International and European Business Law L.L.M

Languages

Romanian: Native

English: Fluent

Work Experience and Employment

- Domino's Pizza- October 2019- November 2019
Customer Service Representative, Part Time

Taking phone calls and orders, making pizza and assisting food preparation, interacting with customers that come into the store. Cleaning duties and sanitizing the store. Operating the cash register and collecting payment.
- Bershka- December 2020- July 2021
Sales Assistant, Full Time

Assisting customers in order to help them find out what they need. Helping with deliveries. Packing orders for customers. Working as a part of a team to reach the targets for the day. Experienced handling difficult customers and dealing with complaints.
- Connolly Finan Fleming- August 2021- October 2021
Legal Intern, Full Time

Gained valuable organizational skills through handling and reviewing of documents. Doing client interviews and taking notes. Lodging court bail applications. Assisting solicitors with tasks. Handling highly confidential information. Attending court trials and sentencing. Carrying out administrative functions such as photocopying and scanning. Experience of using legal software.

- & Other Stories- October 2021- Present

Sales Assistant, Part Time

Using product knowledge to help customers. Ensuring the rails and display are well stocked and visually pleasing. Achieving sale targets. Offering product recommendations and staying up to date with the latest trends.

References

Available on request.