

ALEXANDRA KENNY

CONTACT

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EDUCATION

UNIVERSITY COLLEGE DUBLIN

- Law BCL - 2020-2024
- First Year GPA: 3.75/1:1
- Second Year GPA: 3.27/ 2:1
- Third Year GPA: 3.07/ 2:1

THE INSTITUTE OF EDUCATION

- Leaving Certificate - 2020
- CAO points: 554

SKILLS

- Fast Learner
- Adaptable
- Communication
- Highly motivated
- Teamwork

EXTRA - CURRICULAR ACTIVITIES

EVENTS OFFICER - UCD NUTRITION SOCIETY

- Sept 2023 - May 2024
- Organize events, coordinate with other societies in the university and reach out to guests to speak to the society members.

UCD ULTIMATE FRISBEE TEAM

- Jan 2023 - Present
- Participated in women's and mixed intervarsity tournaments in 2023

GENERAL COMMITTEE MEMBER - UCD NUTRITION SOCIETY

- Jan 2023 - May 2023
- Attending, promoting and organising events that promote a healthy lifestyle and habits.

PUBLIC RELATIONS OFFICER - UCD LAW SOCIETY

- Aug 2021 - May 2022
- Creating adverts and managing the society's social media.

BUSINESS & LAW FUNDRAISING WEEK EVENT COORDINATOR - UCD STUDENT LEGAL SERVICE

- Mar 2022 - Mar 2022
- I ensured I followed up with vendors for the events and worked with other committee members and businesses to determine project budgets and prizes.

PROFILE

Resourceful and dedicated final year law student from University College Dublin. I am a social person yet motivated and committed to providing the highest quality work.

WORK EXPERIENCE

LEGAL RECEPTIONIST AND ADMINISTRATOR - GAHAN RITCHIE & CO

- Aug 2023 - Sept 2023
- Arranged appointments with clients and legal documents for them and assisting solicitors in the firm.

CAMPUS AMBASSADOR - LEGAL CHEEK

- July 2022 - Present
- Use social media platforms to promote awareness of their events and act as the main point of contact for approximately 150 law students.

SALES ADVISOR AND SOCIAL MEDIA MANAGER - SUPREME CLEAN DRY CLEANERS

- Jun 2016 - Present
- Manage social media accounts and create innovative posts.
- Answer phone calls, relay messages to store personnel and provide customers with relevant information and suggestions.

FLOOR STAFF - POWER GYM, THE DEAN HOTEL

- Aug 2022 - Dec 2022
- Sign in members and guests of the hotel into the gym, clean equipment and premises and use ZingFit booking system.
- I ensured a positive customer experience and worked to motivate and support other staff, resulting in excellent workflow and productivity.

COUNTER STAFF - CAMILE THAI SUTTON

- Jul 2022 - Aug 2022
- Provided all-round store support in a fast paced environment, performing cashier duties, offering product assistance and opening/closing the premises.

INTERN - WILLIAM FRY

- June 2022 - June 2022
- Supported solicitors in the Banking department on various legal work such as attending and preparing for client meetings.

SALES ASSISTANT - O'FARRELL'S SCHOOL AND SPORTS WEAR

- May 2021 - Aug 2021
- Worked well with other employees to ensure smooth processes and brought forth a customer-centric attitude.
- Created and supervised a system to manage workflow to implement the HSE guidelines during Covid-19.

PEER MENTOR - UNIVERSITY COLLEGE DUBLIN

- Aug 2021 - Apr 2022
- Served as an encouraging mentor to incoming law students to UCD and monitored their progress both socially and academically.

ACHIEVEMENTS

- DUBLIN IRISH LIFE HALF MARATHON 2023 - SEPT 2023
- REPRESENTED IRELAND IN U20 ULTIMATE FRISBEE WORLD CHAMPIONSHIPS AUG 2022
- LINKLATERS PITCH FOR CHANGE COMPETITOR - JAN 2021
- UCD MOCK TRIAL PARTICIPANT - NOV 2020
- UCD NEGOTIATION COMPETITION PARTICIPANT - OCT 2020