

# ALGITHA ISABELLA WHITE

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## EDUCATION & PROFESSIONAL DEVELOPMENT

**UNIVERSITY COLLEGE DUBLIN** **2015-PRESENT**  
**MASTERS OF COMMON LAW** Expected 1:1

**UNIVERSITY COLLEGE DUBLIN** **2012-2015**  
**BACHELOR OF COMMERCE** Awarded 2:1

**MOUNT ANVILLE SECONDARY SCHOOL** **2006-2012**  
**LEAVING CERTIFICATE**

Academic Achievements: Received three 'Merit Awards', which are awarded to 20% of students each year, in recognition of their consistent effort and application to work.

## SKILLS PROFILE

**LEADERSHIP** - Responsible for training of new staff members in Schuh Dundrum.

**PROBLEM SOLVING** - Resolving customer complaints in a professional manner.

**COMMUNICATION** - Confidently interacted with management, staff and clients in Sheehan & Partners, Solicitors.

**MULTITASKING** - Efficiently reacting to constant changes in busy working environments.

**TEAMWORK** - Working as part of a large team in a variety of roles.

**COMPUTER SKILLS** - Highly competent in Microsoft Word, Excel & PowerPoint (ECDL certified).

## PROFESSIONAL EXPERIENCE

**LEGAL INTERN** **ARTHUR COX** **JANUARY 2016**

- Completed work experience in the Corporate M&A, Restructuring and Insolvency and Employment Law groups.
- Attended with Associates in the High Court and took notes of the proceedings.
- Researched case law for upcoming court hearings.
- Attended conference calls with Associates and corporate clients and made notes of the instructions given to them and queries raised.

**LEGAL INTERN** **SHEEHAN & PARTNERS, SOLICITORS** **JUNE – AUGUST 2015**

- Attended the Criminal Courts of Justice on a daily basis.
- Attended on the Managing Partner whilst visiting clients in a variety of prisons in Dublin.
- Attended consultations with clients and made notes of their instructions and of the advices that were given to them.
- Attended on counsel in court and took notes of the proceedings and evidence.
- Reviewed CCTV for upcoming hearings.
- Assigned sole responsibility for transcribing DVD recordings of Garda interviews with clients.
- Prepared briefs and delivered them to Counsel.
- Responsible for filing documents in the Central Office of the Four Courts.

**SALES ASSISTANT (PART-TIME)** **SCHUH, DUNDRUM** **MAY 2013 – AUGUST 2015**

- Assisted customers in the selection and purchase of shoes.
- Handled customers complaints in a professional and diplomatic manner.
- Trained new staff members.
- Operated the tills, including cashing up and completing paper work at the start and end of each shift.

- Processed cash and credit card transactions accurately and efficiently.
- Understood bestsellers within the store and made recommendations.
- Addressed customer queries in a polite and helpful manner.
- Organised window displays and kept merchandise orderly and neat in appearance.
- Consistently over achieved on sales targets with a proven track record.

**SALES ASSISTANT (FULL-TIME)**

**SOLE DESIRE, NEWPORT RHODE ISLAND**

**MAY – JULY 2014**

J1 Visa

- Sole responsibility for both opening and closing of the shop.
- Initiated a new refunds and exchanges policy.
- Operated the tills, including cashing up and completing paper work at the end of each day.
- Understood different brands within the store and their offerings.
- Assisted customers in the selection and purchase of shoes.
- Received and sorted deliveries of new stock daily.
- Addressed customer queries in a positive and proactive manner.

**VOLUNTARY RECEPTIONIST (PART-TIME)**

**THE LITTLE SISTERS OF THE POOR**

**2008 -PRESENT**

The Little Sisters of the Poor is a nursing home with approximately 75 elderly residents and 25 staff members run by an order of nuns called the Little Sisters of the Poor.

- Operating a busy telephone system, answering and placing all calls and re-routing them to relevant parties.
- Responsible for ensuring all residents and guests are logging-in, in accordance with security, health and safety procedures.
- Executing general administration duties, including photocopying, filing etc.
- Handling deliveries and ensuring the intended recipient receives them on time.
- Responding to all enquiries at reception in a helpful and friendly manner.
- Dealing with emergencies and emergency services as necessary.

**WAITRESS (CASUAL-WORKER)**

**AVIVA STADIUM**

**APRIL 2013 – PRESENT**

- Receive food & drink orders & serve customer requests to the standards required.
- Ensure timely delivery of all food & beverage items to customers.
- Understand menu content and keeping up to date with any menu changes.
- Answer guest queries in a polite and helpful manner.
- Organising table settings.
- Looking after guests with special needs i.e. dietary requirements, allergies, mobility etc.

**AU PAIR**

**LILLE, FRANCE**

**JUNE – AUGUST 2011**

**ADDITIONAL INFORMATION**

**INTERESTS AND ACHIEVEMENTS:**

Sailing and Watersports (active member of the RIYC.) | Hockey | Tag Rugby | Skiing with the UCD Snowsports Society | UCD Investors & Entrepreneur's Society, Law Society, C&E Society | Travelling | Flora Mini Marathon Runner in aid of St.James Hospital (2013) | UCD Saint Vincent de Paul Soup Run | Leinster Schools French Debating.

**REFERENCES**

**AVAILABLE UPON REQUEST**