**Aminat Runsewe**

170 New Seskin Court, Whitestown Way Tallaght, Dublin 24

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| Law student, recently completed my final year of BCL Bachelor in Law and Society at DCU and previously completed Certificate in Legal Studies at Griffith College. Strong transferrable skill-set acquired through studies, work experience and employment to-date. Currently studying at master’s level.  |

**Education**

llm Masters in Law University College Dublin ongoing

BCL Bachelor in Law and Society Dublin City University 2017

Certificate in Legal Studies Griffith College Dublin2014

Leaving Certificate Sancta Maria College2013

**EMPLOYMENT HISTORY**

**Receptionist Institute of Public Administration 2016 to-date**

* Greet incoming students, lecturers and visitors and provide a high level of customer service.
* Answer all incoming phone calls in a polite and efficient manner. Refer all inquiries and redirecting incoming calls to appropriate staff in a timely fashion.
* Perform a wide range of administrative and clerical duties to a high standard.
* Take direction and perform all tasks as requested by colleagues and directors.
* Input and update all information and data as required.
* Ensure compliance with established procedures and in line with Quality Assurance criteria.
* Monitor CCTV and allow only permitted personnel and visitors to enter the premises.

**Student Ambassador Dublin City University 2016 to-date**

* Represented Dublin City University at a number of events.
* Met with and shared experience with prospective students who were considering DCU.
* Assisted at bag packing fundraising event.

**Public Relations Officer Dublin City University 2016**

* Member and Public Relations Officer for the International Justice Mission Society at DCU.
* Seek to promote the aims of the Society which is to rescue, protect and provide justice for the poor.

**Work Experience B.P.O’Reilly & Co., Solicitors 2014**

* Greeted and welcomed all visitors upon arrivals.
* Carried out clerical duties such as answering phone calls, writing emails and filing.
* Assisted in the organisation and production of documents and information required for Court.
* Participated in client interviews and attended Court with Solicitors.
* Observed the day to day operation of a legal practice.

**Sales Assistant Meaghers’s Pharmacy, Co. Dublin 2014**

* Responsible for stock taking and ensuring that appropriate levels of all stock are available and that all stock was appropriate displayed.
* Provided a high level of customer service.
* Worked on tills, collected and handled payments.
* Priced and arranged goods on the shop floor.

**Special Needs Assistant Cheeverstown House 2013**

* Encouraged and maintained independence among residents and visiting clients.
* Reporting information to the nurse in charge.
* Participated in both indoor and outdoor games.
* Helped with the feeding and nutrition.
* Worked in groups to deliver specific tasks.

**Sales Representative****St Vincent de Paul 2013**

* Handled a wide range of customer enquiries.
* Arranged and decorated the window display of the shop.
* Tidied up the stores at the end of a shift and cashing up at the end of the day.

**SKILLS AND ABILITIES**

* Proficient user of Microsoft Office suite, including Word, PowerPoint, Outlook. Type over 30 wpm. Complete IT Skills module during Certificate in Legal Studies.
* Excellent knowledge of legal research tools.
* Capable of working efficiently within a multi-disciplinary team as demonstrated during work experience.
* Strong communication skills, developed during studies and employment to-date.
* Good leadership skills developed through membership of a number of societies and role as Public Relations Officer.
* Excellent clerical skills and knowledge of office practices.

**Achievement and Interests**

* Public Relations Officer and active member of International Justice Mission Society at DCU.
* Appointed Student Ambassador at DCU.
* Previously a member of Griffith College Public Speaking Society.
* Actively participate in a number of volunteer positions.
* Involved in a community based environmental awareness group which sought to clean up the environs in which we live.
* Enjoy travelling and spent one month backpacking in Nigeria during summer 2016.
* Exercise regularly and member of a running club in addition to running a half marathon and number of 10k races.