**Anastacia Georgieva**

**Education and Qualifications**

2013-To Date University College Dublin (Bachelor of Business and Law)

2007-2013 Glanmire Community College, Glanmire, Co. Cork.

**Examinations**

2013-2017 UCD BBL - GPA: 3.60

Modules Include:

Contract Law A- ICT in Business A

Negligence A Principles of Microeconomics A+

Company Law A- Property Law A+

**Work Experience**

**Cantillons Solicitors – June 2016-July 2016**

* Worked directly with a Partner of the firm for 8 weeks to assist her with her many Medical Negligence cases. This involved analysing numerous files of medical records, conducting legal research and applying this to the cases I worked on, contacting clients, sitting in on client consultations, organising files and drafting legal documents
* Through this, I improved my legal research, legal writing and analytical skills
* I developed a bigger appreciation for working hands-on with clients, gaining crucial communication skills in the area of law
* I improved my organisational and time management skills as I balanced legal and administrative work, while also keeping on my part-time job in Bar BK2

**DB Alliance Ltd – June 2015-August 2015**

* Responsible for the launch and running of a new marketing campaign
* Used SuiteCRM software to record and maintain sales and marketing information through customer relationship management
* Developed my legal practical skills through research for and drafting of legal documents, including; Terms and Conditions for the company website, a Non-Disclosure Agreement, a Master Service Agreement, and a Statement of Work
* Read and evaluated Proposals for Tenders to identify suitable opportunities for the company
* Improved my time management skills as I still worked my part-time job in Bar BK2

**Bar BK2 – May 2015-present**

* Further development of customer service and organisational skills through serving customers as a barmaid and barista, and organising and maintaining a clean workplace
* Often entrusted to set up and manage the bar on my own
* Working individually and as part of a team to resolve any customer problems

**Mission Tuition, Dublin – April-May 2015**

* Improved my people, organisational and teaching skills through giving grinds in a module I had previously taken as a student at UCD

**The Fir Tree Bar – Jan 2014-Feb 2015**

* Increased my customer service, communication and team-working skills through serving customers as a waitress, barmaid and barista
* Improved my time-management and problem-solving skills by working in a busy environment on a regular basis
* Used my own discretion in solving customer issues individually and worked well as a team-player in solving these issues as a group
* Often entrusted to manage and maintain the upkeep of the bar on my own

**Schuh Cork – Nov-Jan 2011/12 and Jun-Aug 2012**

* Developed my customer service and communications skills through working as a Sales Assistant on two separate temporary positions
* Enhanced my problem-solving skills by using my own discretion to solve customer issues on a regular basis
* Contributed as a team-player to ensure sales were made as effectively and efficiently as possible during really busy periods at Christmas time and in summer
* Achieved sales targets on a regular basis and attained highest sales levels on various occasions, in comparison to other employees, both part-time and full-time
* Improved my organisation skills through constantly maintaining a tidy workplace and optimum display of all stock, as well as organising the stockroom

**Kelly and Dullea Solicitors – Feb 2012**

* Enhanced my analytical and problem-solving skills by analysing and organising cases
* Gained further insight into the legal profession through legal research, tracing the development of different cases, and attending court cases
* Developed an understanding of the working world through participation in daily duties

**McNulty Boylan & Partners Solicitors – Feb 2011**

* Expanded my organisational and critical thinking skills through reading and organising numerous case files which the company needed filed for future reference
* Participated in the work life by running various errands everyday which the company trusted me with
* Developed my appreciation for professional work through handling case files, attending court with the firm’s solicitors

**Hobbies/Interests**

* Dancing: member of ELJ Academy of Dance 2005-2013, member of UCD DanceSoc
* Active member of various clubs and societies at UCD, including FilmSoc, the Literary and Historical society, LawSoc, etc

**Achievements and Other Skills**

* University College Dublin Entrance Scholar Award
* Certified on completion of a Global Development Issues course provided by Suas
* Organised a major community art project as part of a team in Glanmire, Co. Cork
* Received numerous Éacht awards in secondary school for examination results
* Nominated for the Diograis Awards in secondary school under various subjects
* Winner of the French Diograis Award in secondary school 2013
* Three certificates to award perfect attendance in secondary school
* Winner of the ELJ Academy of Dance Student of the Year award in 2012
* Bronze Gaisce award

**References**

Can be provided upon request.