Anastasija Novikova

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**Education and Qualifications**

**2014 – Present** *University College Dublin, BA in Civil Law.* ***Predicted: 2.1***

Contract Law (B); Criminal Law (C); Tort Law (B-); Constitutional Law (D+); Company Law (B); Property Law (C); International Law (D-); EU Law (C+); Employment Law (C+); Commercial Law (C-); Family Law (B+). *Current GPA:2.96*

**2008 – 2014** *Presentation Secondary School, Sexton St, Limerick.* ***LCPoints:470***

Russian (A1), Biology (B3), English (C2), Latvian (C2), Spanish (C2), Geography (C2), Mathematics (C3)

**Employment History**

**2016 (Sept – Present)** *Parnell Heritage Bar & Grill, Parnell St., Dublin 1*

* Bartending including serving a high variety of drinks at a high pace and handling transactions
* Engaging with customers at the bar using my friendliness and communication skills
* Waitressing including taking orders and ensuring my clients are happy and well looked after
* My ability to maintain calm and act professionally assist me with problematic customers
* My duties and obligations as an employee are excellently performed as I am focused, organized, responsible and reliable and also fun to be around

**2014-16 (July – Sept)** *Bartender, Smyth’s Bar & Icon Nightclub, Limerick*

* Bartending including serving drinks, cleaning, serving customers and general upkeep of the bar
* Trusted member of staff, taking stock at the end of the night and analyzing loss/profit
* Being flexible at working both evening and night shifts at short notice
* Training and supporting numerous new staff members on how to manage time, use the till point of sale, cash management and general dealing with customers

**2013 (Jan - Feb)** *Waitress, Del Arte Restaurant, Limerick*

* Taking orders and making sure customers were served quickly at busy times
* Serving food and drinks to customers from the kitchen and the bar, improved my multitasking skills
* Involves a lot of customer service skills in trying to make sure customers had a pleasant time, dealing with customer enquiries and also learning to respond and deal with complaints

**2012 (June - Aug)** *Hairdresser’s Assistant, Robert Eoin Hair Salon, Limerick*

* Welcoming customers, taking their over coats and offering magazines and refreshments
* Washing and blow-drying client’s hair which involved strong communication skills to ensure the clients are not bored or feeling uncomfortable

**2012 (Jan - Feb)** *Hairdresser’s Assistant, Hot Scissors Hair Salon, Limerick*

* Gained my first experience with actual clients and potential customers
* I developed my communication skills through answering phone calls, scheduling customer appointments, responding to queries, paying bills and processing payments and general customer service

**2011- 2012 (Jan - Aug)** *Volunteer, Lava Java’s Youth Centre, Limerick*

* Taking orders, handling cash transactions, supervising and providing support for youths, general upkeep of the café

**Interests and Achievements**

**2014** *Best Student of the Year, Presentation Secondary School, Limerick*

* Received a Bursary Scholarship for achieving best Leaving Certificate Results in my school

**2010-2013** *Active and trusted student, Presentation Secondary School, limerick*

* Achieved Certificates for Debating and was actively involved in organizing an intercultural day in our school

**2010’s** *Other Achievements & Interests*

* Completed a modeling course with Hilary Thompson Modelling Agency and modeled for my team into the Munster Finals of the Junk Couture Project
* Received PAWS 4 in lifesavers swimming course and am qualified in Cardiac First Response
* I have been an active member of Horse-Riding and Rock-Climbing Societies in secondary school for 2 years therefore have a big interest in sport and nature
* In my spare time I enjoy reading, taking long walks and meeting with friends

**Skills Profile**

ICT Skills:

Relating Excellent ICT skills including a high level of proficiency with Microsoft Office including Word, PowerPoint and Excel, as well as familiarity and comfort with a range of social media including Facebook, Twitter, LinkedIn.

Language Skills:

I am fluent in Russian, English and Latvian, also have basic day-to-day knowledge of Spanish and Italian. Leaving Cert Results: English (C2) Latvian (C2) Spanish (C2) and Russian (A1). University Elective Module: Italian (C3)

**References**

Mr. Anthony Kerr Niamh Maher

Academic Referee Manager

University College Dublin Smyth’s Bar & Icon Nightclub

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