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|  | Andrew Campion0877852513 | E: andrewcampion182@gmail.com | Thornback Rd, Kilkenny |

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| **Professional summary** |

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|  | Hardworking Law graduate and academic scholarship recipient with experience in business management. Offers exceptional interpersonal and communication skills. Detail orientated with a vast knowledge of the legal industry and office management. Organised and efficient with the ability to learn new processes quickly. Energetic self-starter and team builder able to navigate high stress situations and achieve goals on time.  |

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| **Education** |

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|  | The Law Society of Ireland *2019-2021*Successfully completed seven of the eight FE1 Examinations and seeking to complete the last exam in October 2021.Honours Bachelor of Law (LL. B) 2016-*2019* **Institute of Technology Carlow** GPA: 2:1 |

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|  | Leaving Certificate 2006-*2012* **C.B.S Secondary Schools, James’ St., Kilkenny**520 points in the Leaving Certificate. |

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| **Work history** |

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|  | **lEGAL INTERN** *03/2021 – 09/2021***Richard O’Shea Solicitor, The Ormond Building 31-36,** **Ormond Quay Upper, Dublin 7**In my role as a legal intern, I have gained many skills including:* Communicating with existing and potential clients.
* Drafting legal documents, creating briefs.
* Legal research, typing.
* Liaising with the Courts Service and attending Court Hearings with Barristers.
* Filing documents with courts on behalf of solicitor.
* Management of telephone calls.
* Organise files for court proceedings.

**BAr manager** *06/2009 - 01/2021* **Campion’s Bar, Blackmill St., Kilkenny** Campion’s Bar is a pub which caters to a local client base offering drinks in a comfortable and friendly environment offering televised sports events and live music. I have gained a range of skills and experience from this position including:* Communicating with existing and potential product suppliers.
* Ensuring stock management and ordering completed for coming weeks.
* Managing the income of the business including books of account.
* Investment of funds for business development.
* Organising of events, parties and booking of musicians.
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|  | **Bar Staff** *11/2018 – Current* **Hole in the Wall | High St., Kilkenny** The Hole in the Wall is a medieval tavern in the heart of Kilkenny City with a rich history and a popular point of interest for tourists, giving me the following opportunities:* Beverage preparation for customers.
* Regular recitals to tour groups of the history of the building.
* Evening music performances.
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|  | **Senior Bar Staff** *01/2015 – 05/2016* **Oliver St. John Gogartys Bar | Temple Bar, Dublin 2**Working independently and on my own initiative to serve customers, management of cash takings and lodgment, stock take and to maintain the premises. This role gave me the opportunity to prove my value and trustworthiness to fast paced business. |

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|  | **Food and beverage assistant** 11*/2014 – 01/2015* **Doubletree by Hilton | Leeson St., Dublin 2*** Worked effectively and efficiently as part of a team in the setting of a function room ensuring high quality service befitting of the hoteliers’ standards.
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| **Skills** |

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| * Document preparation, filing & management.
* Editing and proofreading.
* Confidentiality.
* Excellent oral and written communication.
 | * Proficient in Microsoft Word, Outlook, Excel, Microsoft Teams and PowerPoint.
* Prioritising and time management.
* Languages- Written & conversational English and Irish- conversational German.
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| **Affilitations & Accomplishments** |

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|  | * Past member of the Law Society in the Institute of Technology Carlow.
* IT Carlow Academic Scholarship Recipient 2016.
* Member of Kilkenny City and County Lawn Tennis Club.
* Kilkenny Club Champions Mixed Doubles 2020.
* Kilkenny Open Mixed Doubles Wiinners 2021.
* Member of Threecastles GAA Club.
* Silver and bronze medals awarded by the Royal Irish Academy of Music.
* Full clean Irish driving licence.
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| **Interests** |

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|  | I play hurling for Threecastles GAA Club and an active member of Kilkenny Tennis Club, representing the Club in Open weeks across the country. I enjoy reading books and listening to podcasts to improve my commercial awareness. I enjoy public speaking and will always put myself forward when given the opportunity. I also love to travel. |

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| **References** |

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|  | * Available on request.
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