**Anne Lavelle**

Clarkestown, Summerhill, Co.Meath

Tel: +353 862489670 | E-mail: anne.lavelle@ucdconnect.ie

**Education**

**2013 – present** University College Dublin

 Bachelor of Law European

*Results:*  *Expected:* 1.1

 Second Year: 2.1, First Year: 2.1

*Other:* Erasmus+ programme, Utrecht Universiteit, The Netherlands.

**2007 - 2013 Maynooth Post Primary School**

 Leaving Certificate

*Result:* 535 points

*Subjects:* All at Higher Level:

English (A2), Irish (A2), French (A2), Italian (A2), Biology (B2),

 Chemistry (B3), Mathematics (C1).

**Skills Profile**

* Excellent written and verbal communication skills.
* Excellent logical reasoning, analytical and problem-solving skills.
* Demonstrated ability to work as part of a team.
* Ability to work on own initiative.
* Experience using MS Word, Excel, PowerPoint, etc. and Google services (Gmail, Drive, etc.)
* Additional languages: French, Italian, Spanish and Irish.

**Achievements and Interests**

* Grade 8 Speech & Drama with the Royal Irish Academy of Music, achieved with distinction.
* IDTA Award In Graded Examination in Ballet: Grade 6.
* Contributor to the University Observer in UCD.
* Clinic advisor for UCD student legal service.
* Participant on the judging panel for UCD Student Legal Services Negotiation Competition
* Current participant of the 100 Minds charity project.
* Passionate about languages and studied Italian outside of school.
* Full drivers licence.

**Work Experience**

**2016-2017 Student Legal Service Legal Advisor**

* Assisted the clinic co-ordinator on campus during clinic sessions.
* Provided UCD students with free and practical legal advice
	1. **Kairos Communications Limited General Assistant**
* Directed and assisted customers, and addressed customer queries.
* Helped manage deliveries.
* Involved in decision making at highest executive level.

**2014 -2015 Walkers Chemist Pharmacy Assistant**

* Provided top class customer service in a busy work environment.
* Assisted pharmacist with required paperwork.
* Money handling and cashing out tills.

**Referees**

**Academic:** Paul McDermott,

 Lecturer at UCD Sutherland School of Law,

 Belfield,

 Dublin 4.

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E-mail: pmcdermott@ucd.ie3 1 7164137 +353 1 7164137

**Employment:** Muireann Ni Chrualaoi

 Kairos Communications Limited,

 Moyglare Road,

 Maynooth,

 Co.Kildare.

 Tel: (086) 8202827

 E-mail: muireann@svdireland.com