AOIFE O’DONNELL

###  Knocknacree House, Knocknacree Road, Dalkey,Co. Dublin

 Phone:  +353 (0) 871811963

 E-mail:aoifeodonnell989@gmail.com

**SUMMARY**

An enthusiastic, highly motivated individual with a strong work ethic who is passionate in pursuing a career in law. Currently working as an Intern in a practice which specialises in Defence Litigation and Medical Negligence Defence Litigation. Intend to sit my first set of FE1 exams in March 2021. Completed a degree which has equipped me in a unique way to excel in a career in law. Inherent traits of creativity, adaptability and perseverance. Excellent communication skills and thrive in the face of challenging situations.

**EDUCATION**

University College Dublin- 2017-2020

Attained a 1.1 in Bachelor of Social Science

Holy Child Killiney- 2011-2017

485 Leaving Cert Points

**WORK EXPERIENCE**

 **Intern, Hegarty And Associates Solicitors- Dun Laoghaire 05/2020- Present**

* Gained experience in Defence Litigation and Medical Negligence Defence Litigation
* Assisted in preparation of briefs for Counsel and expert witnesses
* Assisted in preparation of cases for trial
* Assimilated documents for discovery
* Worked hard to complete every task with accuracy, diligence and efficiency.
* Liaised with witnesses for court hearings
* Took part in a number of team projects in the preparation of cases
* Drafted general administration correspondence and assisted with drafting legal documents
* Illustrated my creativity by applying intelligent solutions to varying problems

 **Front of House, Rasam- Glasthule- 09/2019- 03/2019**

* Employed as a waitress in this fine dining restaurant
* Excelled in a fast paced environment and quickly adapted to the demand of the service industry
* Learned to perform and function calmly when under pressure in a consistently busy restaurant
* Provided excellent customer service to all guests
* Actively listened to customer feedback and suggested ways to improve service
* Calculated charges, issued bills and collected payments
* Upsold items to improve sales and customer experience
* Managed closing duties, including reconciliation of cash receipts

 **Customer Service, Killiney Tea Rooms- Killiney- 09/2018- 07/2019**

* Trained to be a fully qualified Barista
* Provided excellent customer service
* Performed a Supervisor role over three other staff
* Trained incoming staff
* Managed the Till
* Established excellent working relationships and friendships with all other staff members

 **Waitress, Grapevine Wine Bar – Dalkey- 11/2018-03/2019**

* Held down this second part-time job simultaneously with my job in Killiney Tea Roomsin order to self-finance a four month trip to Vietnam and Thailand

 **Waitress, The Mellow Fig- Blackrock- 12/2017-07/2018**

* Provided friendly and courteous service to all guests
* Adapted with speed and flexibility to work in an extremely busy café
* Gained immeasurable experience in taking on responsibility, communication and providing customer satisfaction

**SKILLS**

* Excellent organisation and time management skills and the ability to prioritize workload
* Ability to show creativity, innovation and adaptability in every task
* Ability to persevere with every project and task, no matter how minor
* Effective Communication skills, demonstrated by the ability to form excellent relationships with all those I come into contact with
* Excellent teamwork skills
* Information analysis skills with a strong knowledge of SPSS and Excel
* Proficient in French

**ACHIEVEMNETS AND INTERESTS**

 **Achievements**

* 1.1 in University degree
* Linked in Learning Certificates in courses, including Strategic and Critical Thinking and courses in Teamwork and Public Speaking
* Application Award in Geography in final year of School
* Relocated to France for 4 months, attending school and living with a French Family
* Raised the most money in the entire school for various charities in our School Sponsored Walk

 **Interests**

* Tennis- Captain of my school tennis team. Member of Carrickmines Tennis club and regularly compete in Tournaments in both singles and doubles
* Swimming in the freezing cold waters of the Irish sea all year round
* Running – taking part in ‘Run in the dark’ for charity in November 2020
* Skiing- Until the recent pandemic, participated in skiing trips all over Europe every year, with family, college and friends
* Hiking- Regularly hike with my friends in Wicklow and completed sections of the Wild Atlantic way this Summer.
* Recently applied to be a volunteer with ALONE

**REFERENCES**

* Available Upon Request