**Ashley Coyne**

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**PROFILE**

A LLB graduate seeking a challenging work environment, which will offer the opportunity to develop my skills. I can bring experience to the role through modules undertaken in college and through previous work experience. Having worked in Gloss Hair Studios and been part of the college's Law Society I have gained skills in relevant competencies such as team work, communication and interpersonal skills, as well as planning and organisation.

**CAREER HISTORY**

**Administrator, Tusla July 2016 – Present**

* Arranging the payment of staff salaries through the payroll system within Tusla.
* Calculating and recording sickness payments and processing time sheets.
* Calculating payroll from timesheets and general payroll administration.
* Ensuring all permanent & temporary staff are paid on time.
* Maintaining accurate records of sick/maternity/parental leave.
* Answering queries from staff or external bodies promptly.

**Customer Assistant, Gloss Hair Studios September 2011 – August 2012**

* Cash handling - receiving carious methods of payment i.e. credit cards, cash and vouchers
* Customer service - this included greeting clients and dealing with any unforeseen issue that arose
* Selling - employees were encouraged to sell additional products or treatments that may benefit the client
* Team work - I worked within a team of six to ensure the smooth operation of the business
* Other responsibilities - taking stock every week, depositing cash with the bank, booking appointments and the open and closure of the premises as required

**EDUCATION & TRAINING**

**Institute of Technology Carlow 2.1 LLB (Honours) Law**

**Modules**

**First Year Second Year**

Constitutional Law Contract Law

Legal Practice and Procedure Land Law and Succession

Legal Research and Communications Administrative Law

Law of Torts Law of Evidence

Criminal Law Jurisprudence

**Third Year**

EU Law

Company and Partnership Law

Law of Equity and Trusts

Family Law

**OTHER SKILLS**

* Up-to-date legal knowledge
* Efficiently manage multiple and complex projects
* Detail-orientated and organised
* Ability to devise time frames and work to deadlines
* Strategic thinker with strong analytical skills

**Computer Skills**

Proficient in Microsoft Office – I would have used Word, Excel and PowerPoint throughout my studies for assignments as well as class presentations. I am also efficient with Outlook and Explorer.

**Communication**

* Excellent written and verbal skills
* Proven ability to work as part of a team and deal directly with clients
* Excellent interpersonal, communication and documentation skills

**INTERESTS**

Regular exercise through walking and jogging provide a healthy break from day-to-day routine. I also have an interest in technology, namely through my use of the internet and email, coupled with my active debating during my undergraduate studies, has furthered my interpersonal and communication skills.

**PERSONAL ACHIEVEMENTS**

* Received a high 2.1 Honours LLB degree
* Elected to the college's Law Society as Chairperson 2014-2015
* Elected as the Law Society Committee's first female president 2015-2016

**References available on request**