**Ashley Coyne**

5 New Mill Court, Canal Rd.,

Portarlington, Co. Laois

Phone: 0858302396

Email: ashleycoyne@hotmail.com

LinkedIn: <https://www.linkedin.com/in/ashley-coyne-27380657>

**PROFILE**

A highly motivated LLB undergraduate seeking a challenging work placement opportunity within a dynamic law firm, which will offer early responsibilities and the opportunity to develop practical legal skills. I can bring experience to the role through modules undertaken in college, and through previous work experience. Having worked in Gloss Hair Studio, I gained skills in relevant competencies such as team working, communication and interpersonal skills, planning and organising. Undertaking my degree has allowed me to gain the necessary technical skills and competencies relevant to potential opportunities in law and related fields.

**EDUCATION 2013-2016**

**LLB (Hons) Law** **Institute of Technology Carlow**

Modules Studied

|  |  |
| --- | --- |
| **First Year**  Constitutional Law,  Legal Practice and Procedure,  Legal Research and Communications,  The Law of Torts,  Criminal Law | **Second Year**  Contract Law,  Land Law and Succession,  Administrative Law,  Law of Evidence,  Jurisprudence |

**Third Year**

EU Law,

Company and Partnership Law,

Equity and Trusts,

Family Law

**SKILLS**

* Excellent written and verbal skills.
* Up-to-date legal knowledge to ensure compliance with relevant policies & legislation.
* Effectively manage large complex and multiple projects.
* Creative, resourceful, detail-orientated, highly organised.
* Ability to outline time-frames and work to deadlines.
* Strong strategic thinker with strong analytical skills.
* Proven ability to work as part of a team and deal directly with clients
* Excellent interpersonal, communication and documentation skills.
* Good time management skills.

**CAREER HISTORY**

Customer Assistant - Gloss Hair Studio, Loughrea01/09/2011 - 12/08/2012

* Cash Handling - receiving different methods of payments i.e. credit cards, cash and vouchers
* Customer service - This ranged from greeting customers in Gloss Hair Studio to dealing
* Selling - In Gloss, employees were encouraged to sell hair products and additional treatments to clients.
* Team Work - working as part of a team to ensure smooth operation of the business
* Other Responsibilities - taking stock, taking appointments and open and closure of the premises when required.

**INTERESTS AND ACHIEVEMENTS**

My interests and hobbies include the following:

Art, reading, debating and running.

My most notable academia related achievements to date include becoming ITC’s Law Society Chairperson via campaign in 2013-2014 and then proceeding to campaign and become the society’s first female president since the society’s first session for the 2015-2016 academic year.