**Cai O’Kane**

0838810548 – [cai.okane5@dcu.mail.ie](mailto:cai.okane5@dcu.mail.ie)

**Personal Statement:**

I am a highly motivated and ambitious law student looking for a position as a trainee solicitor following the completion of my undergraduate degree. From my background in sales I have gained excellent communication skills and a solid work ethic. At the moment, I am hoping to secure an internship in a corporate firm in order to gain exposure to various areas of law.

**Education:**

**2017 – Present – Dublin City University** – Bachelor of Civil Law

* Finished 4th in my class in first year. 2.1 (68%)

**2016 –2017– Dunboyne College of Further Education –** Pre- University Law

* 9 Distinctions

**2013­ 2015 ­Bangor University –** BA Journalism & Media. Incomplete due to illness during my final year.

**2007­ 2013 – Ardscoil na Trinoide, Athy –** Leaving Certificate/ Junior Certificate.

**Work Experience:**

**Legal Intern –** Dublin City Council

June 2018 – September 2018

* Assisting with preparation of official court proceedings including High, Circuit and District Court Summonses
* Preparation of booklets of evidence/pleadings for court cases
* Collation of discovery documents
* Lodgment of documents in court
* Research and investigation of statutes
* Assisting the solicitor in court including note taking at court proceedings
* One day a week assisting the FOI team

**Sales Assistant -** Savoy Taylors Guild

February 2017 – September 2017

Responsibilities:

* Selling directly to customers
* Assisting with enquiries
* Stock taking
* Achieving set KPIs

**Sales Executive­** Hutchings Vauxhall

June 2016 ­ September 2016

● Sales of new and used cars

● Up­selling of additional products

● Prospecting for potential buyers

● Independently organizing my calendar

-E.g. Setting appointments, booking test drives, arranging handovers.

**Direct Sales Team Leader ­** EvolveWithUs, Cardiff.

January 2016 – June 2016

● Leading teams of sales staff to the field which developed my leadership skills

● Interviewing new staff

● Maintaining high sales figures

● Training new staff

**Vacuum Salesman** – Kirby, Cardiff

July 2015 – February 2016

● Achieving sales targets

● Meeting with customers in their homes

● Maintaining a high level of customer satisfaction

**Volunteering/ Achievements:**

● National Park Volunteer, Arizona. **ACE Volunteering**. June - July 2014

Working in the national parks of Arizona and Colorado was an experience that will never be forgotten. Working as part of team in the wilderness for 10 hours a day helped me to gain team memberships skills that I would struggle to find elsewhere.

● Administration Assistant. **Simon Communities of Ireland**. March 2011.

During my time as an administration assistant at Simon Communities I gained a huge amount of administration skills such as the use of excel, dealing with clients over the phone and arranging meetings for staff.

* Winner of **DCU/ A&L Goodbody Criminal Mock Trial/Moot 2017**

**References:**

Edel Bradley – Senior Executive Solicitor – Dublin City Council

[Edel.bradley@dublincity.ie](mailto:Edel.bradley@dublincity.ie) / (01) 222 3211

Gavin Lester – Manager – Savoy Taylors Guild

(045) 535 381

Matthew Hodge/ Phil Drury ­ Sales Manager/ Sales Controller ­ Hutchings Vauxhall Matthew[.hodge@hutchings.co.uk](mailto:hodge@hutchings.co.uk) / (+44) 01443824680