**Catherine Everitt**

Cherry Garth | Newtownstalaban | Drogheda 083 4405154 | catherine\_everitt@yahoo.com

**Professional Summary**

* Honours Degree (Major: Law) student actively seeking legal traineeships/internships.
* Gained expertise across Irish legal system, EU Law and Company Law.
* 12 months’ experience in a legal environment, working as Office Assistant with McKeever Taylor Solicitors.
* Skilled communicator, with 14 months in client facing roles, and hold a L6 Distinction in Speech & Drama.
* High achiever, expecting 2:1 grade in my Degree, and won overall Law prize in Transition Year module.
* Active member of FLAC (Law Society at DCU).

**Education**

2013 – 2016 DCU Honours Degree (Major: Law, Minor: Politics, Economics)

Legal Modules: Irish Legal System, Constitutional Law, EU Law, Contract Law, Criminal Law, Company Law, Torts Law, Employment Law, Jurisprudence.

2012 Our Lady’s College Leaving Certificate (6 Higher Subjects, 420 Points)

**Career History**

**May 13 – Jun 15 Funtasia Waterpark Events Assistant**

* Hosted parties and tours with up to 120+ guests.
* Handled cash and credit card payments.

**Feb 13 – May 13 Redz Restaurant Waitress**

* Served customers, processed payments, and maintained a clean and hygienic work area.
* Maximised customer care and restaurant etiquette

**Oct 12 – May 13 Midnight Dublin Rep/Promotional Work**

* Promoted nightclub events through college, social media and marketing flyers.
* Organised VIP nights for groups.

**Sept 09 – Sept 10 McKeever Taylor Solicitors Office Assistant (part-time)**

* Handled legal documents, dealt with commissioner of oaths, obtained signature for documents.
* Provided general office administration support – post, filing, photocopying and answering phones.

**Jun 09 – Aug 09 The Wise Owl Bookshop Retail Assistant**

**Additional Information**

* Completed L6 Royal Irish Academy of Speech & Drama (Distinction).
* IT Skills: ECDL, Word, Excel, PowerPoint, Justcite.
* Won on Campus Scholarship for DIT, 2012.
* Horse Riding: Reached National Finals in Team Show Jumping Event, 2nd place in Leyland League Eventing.
* DCU Equestrian Club: Captain, 2014/15. Expanded members by 100%. Part of 2015/16 committee.
* Hold Full Clean Driving Licence.
* Bronze Gaisce Award. Volunteered for 6 months with Irish Wheelchair Association.
* Member of FLAC (Law Society at DCU).

**References available on request**