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| Chloe kirby  17 Gracemeadow Walk Stamullen Co. Meath · Ph.0851075693  [13ckirby@gmail.com](mailto:13ckirby@gmail.com), LINKEDIN: shorturl.at/BCDJW |
| I would like to consider myself as being friendly, outgoing, and punctual. I am a quick learner who pays great attention to detail and can work on my own initiative. I enjoy working with people and can adapt to any working environment. I enjoy the challenge of working under pressure. I have experience in many reception and office administrative duties which included managing briefs, corresponding with customers, management of meeting scheduling and file management. I completed a Bachelor in Civil Law degree from Dublin City University receiving a grade of 2.1, which has given me a keen interest and knowledge in the legal field which I wish to expand on. A desire that I feel will be reflected in my work and dedication to your firm. |

# Experience

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| **August 2022 – Present**  **OFFICE SUPPORT EXECUTIVE,** COLEMAN LEGAL LLP  I am responsible for the management of the Mail, managing all phone calls into the main office, providing office support to solicitor teams which includes filing briefs, transcribing tapes, forwarding emails to clients, submitting documents to the courts. I offer any administrative support that solicitors and secretaries may need.  **January 2022 – July 2022**  **SECRETARY,** JOE DUFFY MOTORS  I am responsible for answering and managing the phones as well as greeting clients and making sure the sales executives appointments and sale files are organised. Helping with organizing appointments and ensuring I give full adminastrive support to the sales team.  **January 2019 – July 2022**  **CUSTOMER ASSISTENT,** LIDL BALBRIGGAN  I am responsible for the management of the tills and breaks. I am also responsible for dealing with customer complaints and other issues relating to customer care.  **Three-month Internship**  **SECRETARY,** PATRICK C MARKEY & SON SOLICITORS  I was responsible for all the filing and paper work as well as the transcript of documents while supporting the other secrtaterys in their responsibilites. |
| **March 2017 – December 2018**  **CREW MEMBER,** MCDONALDS BALBRIGGAN  I was responsible for many tasks, I mainly worked as a cashier in the restaurant and delt with customer complaints. |

# Education

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| 2019 - 2022Bachelor of Civil Law (Law and Society), Dublin City University.Grade Awareded, 2.1.2018-2019PRE-UNIVERSITY LAW WITH CRIMINIOLOGY, DROGHEDA INSTITUTE OF FURTHER EDUCATION.awareded full distinctions.**2017-2018****Leaving certificate**, Colaiste na hInsE SECONDARY SCHOOL.2022-2024FE1 EXAMINATIONS,aimed to be completed by this date. |

# Skills

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| * Excellent Customer Service skills learned from prior retail employment. * Computer literate, strong knowledge of Microsoft Office. * Excellent phone etiquette and secretarial skills. * Excellent organizational skills and ability to work within deadlines. | * Communication and Teamwork skills learned through volunteering at events. * Full Irish driving license and the ability to travel for work. * Experience working at a fast pace under pressure. * Knowledge of the legal field and legal research. |

# Intrest and hobbies

* Volunteer work in the local community.
* Reading and writing.
* Mooting.
* Archery.
* Cooking and Baking, running a small business from home.
* Go Kart racing and F1.
* International human rights affairs

# REFRENCES

# Availible on request