

DANIEL GREEN

CONTACT

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PROFESSIONAL SUMMARY

I am a highly self-motivated, enthusiastic and focused person. Through playing team sports at a high level and from working as a waiter, I have developed a strong ability to work with a team. I am eager to hear and share opinions and ideas. I also perform well on my own as I am good at taking the initiative. Having worked at every available opportunity since 2013, I have learned a wide range of skills, due to the variety of my experiences.

KEY STRENGTHS

- Exceptional interpersonal skills
- Problem solving
- Communication skills
- Teamwork
- Time management
- Self-motivated
- Adaptability

EDUCATION

FE-1 Examinations : 2019

The Law Society

Tort, Property, EU, Contract,
Criminal and Equity

Bachelor of Civil Law : 2019

University College Dublin

2.2

Business and Law, 2014

Dublin Institute Of Technology

Received a 2.1 in first year,
allowing me to transfer to U.C.D.

Leaving Certificate : 2013

St. Michael's College,

Ballsbridge

455 Points

WORK EXPERIENCE

Legal Intern, 05/2018 to 07/2018

Hayes McGrath Solicitors – Baggot Street, Dublin 2

- The firm's main area is defence litigation in tort matters.
- Accompanied various solicitors to the Four Courts and assisted them in their duties.
- Created an organised filing system for legal documentation.
- Took part in both internal and external meetings with clients and barristers.
- Completed legal research for solicitors within the firm and effectively presented information.

Office Administrator, 08/2013 to Current

Greenrisk Management - Dublin 18

- Maintain company accounting records by entering accounts payable, accounts receivable and invoices using Sage Online.
- Aid in preparation and proofreading of reports, such as safety statements and risk assessments.
- Oversee payments of staff wages, issuing pay-slips using Sage Payroll.

Waiter, 01/2015 to 07/2018

Pielow's Restaurant - Cabinteely

- Worked as part of a team of seven waiters in a compact and busy environment.
- Developed relationships with regular patrons and as a result established strong interpersonal skills.
- Delivered an exceptional level of service to each customer.

PERSONAL ACHIEVEMENTS

- Selected to be a part of the FAI Emerging Talent Programme in football for 2 years.
- Played for the St Michael's Senior Cup rugby team in 2013, and closely beaten in the final.
- Chosen to play for the Leinster Rugby U19's and 20's the following year and competed in the Interpros against the other provinces.
- Obtained full driver's licence in 2014.

VOLUNTEER WORK

Suas Volunteer Paired Reading Mentorship

- In final year, spent an afternoon each week in a disadvantaged school reading with students of 4 to 12 years of age in order to build their confidence and ability to read.

Costa Rica Animal Rescue Centre Volunteer

- Spent a month in an animal rescue centre caring for endangered wildlife.

Coffee Shop Assistant, 01/2019 to 08/2019

***Gleeson's Bar & Restaurant* - Booterstown**

- Worked in the delicatessen and café of this establishment, as part of a team of three people.
- Received barista training.
- Provided a high level of customer service.

Waiter/Bartender, 07/2018 to 01/2019

***The Queen's Bar and Restaurant* - Dalkey**

- Worked as part of a team in order to drive customer satisfaction in a very busy environment.
- Oversaw bar inventory and restocked supplies.
- Completed the HACCP training programme which is valid for 3 years.

Shop Assistant, 10/2014 to 12/2014

***Smyth's Toys Store* - Carrickmines**

- Learned how to work as a part of a team in a very busy setting.
- As part of my training, completed a customer care training programme supplied by Smyths.
- Interfaced with customers, determined needs, provided recommendations and up-sold goods.

Commis Chef, 07/2013 to 07/2014

***F.X. Buckley's 'The Pub'* - Monkstown**

- Worked as part of a team in a very high-pressured environment, learning multiple new skills such as culinary arts.
- Ensured the quality and presentation of plated food was of a high standard.

REFERENCES

Work: *Jan Hayes*, Managing Partner, Hayes McGrath Solicitors – 01 662 0700

Academic: *James McDermott*, Lecturer, U.C.D. – 01 716 4139