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|  | **Experience:**  Customer Service Agent (October 2020 – Present)  AIB (Central Park, Leopardstown)   * Customer Service Agent in one of Ireland’s largest banks * Liaising with customers in with queries on their account, internet and phone banking and guiding them through the payment of bills   Legal Assistant (February 2019 – March 2020)  Eversheds Sutherland (One Earlsfort Centre, Earlsfort Terrace, Dublin 2)   * Legal Assistant in the extremely busy Property Department as part of the New Homes Team * Took charge of 16 different developments for 6 major clients * Part of every step in the sale of a house in numerous developments for different clients in Dublin, Kildare and Meath: issuing contracts, exchanging contracts, issuing completion notices, generating closing packs, answering legal queries from solicitors and clients, and explaining searches * Meet client’s demands and purchasers’ solicitors for the smooth completion of a sale for our clients * Legal Assistant on a Commercial Property Team –Working as part of a team in major multi-firm transactions * Working to deliver demands for large multi-national clients   Full-Time Carer (December 2017 – October 2018)   * Full-time motor neurone carer (24 hours a day) * Preparing food and tablets * Providing transport and general care for a motor neurone patient   Payment Resolution Specialist (June 2017 – November 2017)  LegalZoom.com Inc (Austin, TX.)   * Contacting customers regarding payment (up to 100/day, $80000/month) * Receiving inbound calls and resolving customer queries and issues * Conducting legal research to help customers and the company   Data Analyst (November 2016 – February 2017)  PacoTech Inc. (Austin, TX.)   * Data analysis and data redaction (up to 3,000 pages and 300 PDF’s a day) * Worked as part of a team to analyse documents and redact sensitive information   Legal Intern (June 2016 – July 2016)  ByrneWallace (87-88 Harcourt Street, Dublin 2, Ireland)   * Summer legal intern in the Banking Department * Drafted and distributed internal and external legal memos following research * Prepared bibles of documents for Ireland’s largest financial institutions   Barista (May 2015 – May 2016), (February 2017 – May 2017), (December 2018 –February 2019)  Starbucks Stillorgan and Starbucks Austin, TX   * Preparing and selling food and coffee * Merchandising and upselling products   **Education:**  **FE-1’s (7)** –EU Law, Company Law, Tort Law, Constitutional Law, Criminal Law, Equity and Property Law  **L.L.B Law - Maynooth University** (September 2012-June 2016) – **Achieved 2.1**   * Took part in various group presentations, took part in moot court exercises, advocated on behalf of hypothetical clients against my peers   **Leaving Certificate – St. Benildus College** (September 2006 – May 2012) – **485 Points**  **Skills & Interests:**   * Sport – Rugby (Captain, Stillorgan Rugby Club) and Soccer * Community Involvement – ‘Log-on Learn’ Programme, ‘Irish Cancer Society’ * Teamwork & Communication – Have been part of a team in sport, work and education. Delivered confident presentations and have excellent communication skills * I.T. – Knowledge of Microsoft Office, Google Documents and Adobe Software   **References:**   * John Kerin, Solicitor, Eversheds Sutherland – johnkerin@eversheds-sutherland.ie * Dr. David Doyle, Lecturer, Maynooth University – ddoyle@mu.ie * Sarah Lyons, Manager, Hays plc – sarah.lyons3@hays.com |