

CV: Daniela Sabolova
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PROFILE

I am an enthusiastic and vibrant law undergraduate with a high level of proficiency in communication. Hard working, efficient and diligent with an interest in criminology, the outdoors and access to justice. I have a wide range of undergraduate experience ranging from working as a general office administrator including answering phones and arranging appointments together with file management.

My hard work resulted in taking part in the Mooting Competition in year 2015. This built up all my confidence in public speaking and acting as a defense in a constitutional and defamation case.

EDUCATION

Dublin Institute of Technology: L.L.B Undergraduate Degree 3rd year

Achievements

- All Irelands Moot Competition 2015
- Completing four months as a counsellor for children and adults with intellectual disabilities

Previous

- Office Administrator for PG Cranney & Co
- Volunteer for ASAL Irelands animal shelter
- Above and Beyond award as a cabin counsellor at Camp Loyaltown

Griffith College Dublin: 2.1 Honors Certificate in Legal Studies

St.Mary's Holy Faith Convent Glasnevin: 300 points

WORK EXPERIENCE

Professional

- **PG Cranny & Co Solicitors (2016)**
 - Undertaking duties which included answering phones and arranging appointments together with file management as a general office administrator. Spent some time on reception duties, looking after clients and ensuring their comfort at the office as well as keeping the diary in order.
- **Supervisor at The Riddler Café & Bistro (Present)**
 - Ensured restaurant is fully prepared, cleaned, and organized for daily operation. Created restaurant procedures for manuals and training as well as cleaning rosters for all members of staff. My duties also included having the responsibility of daily cash intakes, opening/closing store. Maintained administrative functions - inventory, employee attendance and counseling.

- **Counsellor at Camo Loyaltown New York Hunter Mountains (2017)**
 - My J1 took place in New York America where I had the greatest pleasure of working with children and adults with intellectual disabilities. My days consisted of taking 24- hour care of a child/ adult with intellectual disabilities which varied from having autism, mental handicap and epilepsy. I provided personal care as well as looking after them emotionally and ensuring of their well-being while at camp.
- **AMT Coffee Dublin Airport (2017)**
 - Part-Time barista receiving a 100% feedback from a mystery-shopper. My days consisted of ensuring customers satisfaction, keeping the store clean and doing day-to-day deliveries.
- **Pattina Products LTD (McDonald's 2016)**
 - Crew member/ Host. After a short time of working for McDonald's I was trusted to look after the safe daily and having the responsibility of making sure that the money was always correct.
- **Bag City Dublin City Centre (2015)**
 - Sales Assistant. My daily shifts consisted of interacting with customers while delivering excellent customer service and ensuring our customers were satisfied with their products.

Other

- Irish Defence Forces in year 2014 as part of my 4th year in secondary school
- Oasis Fashion Retail Store in year 2015 as part of my 4th year in secondary school
- English grinds for Slovaks

Qualifications

- Certificate in Legal Studies awarded in year 2016

Other Interests

- Reading criminal law cases and criminology books

REFERENCES

- Lorna Cranny, Partner at PG Cranny & Co – lorna@pgcranny.ie – 00 (353) 876221239
- Donal Moran, General Manager Riddler Restaurant – donal@theriddler.ie -00 (353) 867719634
- Elaine Hickey, Assistant Manager McDonald's – elaine.hickey94@gmail.com – 00 (353) 834144444

Other reference available on request.