

# DERBHILA DONNELLY

Third Level Student

## Address

Ballyroan, Borrisoleigh, Thurles, Tipperary

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I am hardworking, trustworthy with a clear, logical mind. I have a practical approach to problem solving and I am honest. I pay high attention to detail. I am eager to learn and work well with teams.

## EDUCATION

### **BACHELOR OF LAW (LAW PLUS) WITH ECONOMICS LLB, LEVEL 8**

**UNIVERSITY OF LIMERICK**

**SEPTEMBER 2020- MAY 2024**

- I am a final year student of a four year course
- Current 2.84 QCA Excepted 2,1 Degree
- Lawyering Skills, Contract, Torts, Criminal Law, Constitutional Law, Equity and Trusts, European Union Law and Land Law

### **ST JOSEPHS COLLEGE, BORRISOLEIGH**

**SEPTEMBER 2014- JUNE 2020**

Leaving Certificate Results: 473 CAO points

## WORK EXPERIENCE:

### **HUGH J WARD & CO SOLICITORS**

**MAY 2022- JANUARY 2023**

#### **LEGAL EXECUTIVE ASSISTANT**

- Assisting the legal executive team in preparing/ managing legal cases and documents for repossession cases
- File management; opening files, drafting documents for the Courts such as Supplemental Affidavits, Affidavit of Service, and instructing agents to attend on our behalf in other counties.
- Building briefs which would be presented to either the County Registrar or the Judge in Court, which would include documents such as Affidavits, a Civil Bill, as well as correspondence
- Arranging for documents such as Affidavits to be signed by either Commissioners for Oaths, or other solicitors in different practices
- Managing a high volume, fast volume workload, meeting client deadlines
- Attending on Counsel in the Four Courts to Circuit Court and High Court hearings, assisting the County Registrar/ Judge with information if required

- Dealing closely with Clients in a professional manner, through email, phone, or in person

**BROWN THOMAS LIMERICK, KURT GEIGER**

**JUNE 2021- MAY 2023**

**LUXURY SALES ASSISTANT**

- Giving excellent customer service, ensuring customers could find the products that they need in the correct sizes of shoes, going above and beyond for the customer
- Ensuring daily targets are met
- Opening and closing the shop, dealing with cash and card payments

**SHANAHANS CENTRA, BORRISOLEIGH**

**DECEMBER 2020- MAY 2021**

**SHOP ASSISTANT**

- Assisting and serving customers in busy periods
- Opening and closing the shop, having the responsibility of being a key-holder, as well as training in new staff
- Working on tills and ensuring the shop floor is organised and well stocked
- Balancing the tills and carefully counting money and storing it in a safe place

**HAYES HOTEL THURLES**

**SUMMER 2020, SUMMER 2021**

**WAITRESS**

- Greeting customers as they entered the restaurant and seated them in appropriate tables
- Opening and closing the restaurant, dealing with cash and card payments
- Maintained cleanliness and hygienic conditions during all shifts while paying attention to dietary and allergy restrictions

**NCBI THURLES**

**MARCH 2018- PRESENT**

**VOLUNTEER**

- Sorting through new donations of clothes, toys, books, etc
- Cash handling on the checkout and cashing up of tills
- Fundraising for the charity in ways such as Church-gate collections, completing the women's mini marathon

**REFEREES**

Excellent referees available on request