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| PortlaoiseCo. Laois |  |

## **Profile**

* Final year student of Law Plus (with Gaeilge) in the University of Limerick.
* Looking for exciting legal internship/ traineeship opportunities.
* Available for interview presently, and to commence work at the end of the academic year (May/June 2019).
* A hard-working and inquisitive worker with great organisational skills and communication skills honed over the course of my studies and working in a range of business settings.
* Ability to work well as part of a team and an eagerness to learn new things.

## **Education**

**Third Level: Sept. 2015-present, University of Limerick, Law Plus (Bachelor of Laws (LLB)).**

* Expected Degree: First class honours (1.1)
* **Current QCA: 3.33 (out of possible 4.0)**
* First Year SEM 1: 3.44
* First Year SEM 2: 3.40
* Second Year SEM 1: 2.84
* Second Year SEM 2: 3.44
* Third Year SEM 1: Cooperative Education Placement
* Third Year SEM 2: 3.44
* Fourth Year SEM 1: 3.40

**Post-Primary: Sept. 2009-May 2015, Scoil Chríost Rí, Borris Road, Portlaoise, Co. Laois.**

* Leaving Certificate points total: 535
* Honours Subjects: English (B1), Irish (A1), French (A2), Geography (A2), Business (A2), Art (B2).
* Ordinary Subjects: Maths (B1)

## **Employment Experience \_**

**- Style Consultant**

*Phase Eight Brown Thomas Limerick, 16 O’Connell Street, Co. Limerick-* July 2018- present.

Responsible for assisting and advising customers, operating the till, handling cash and card payments, the constant maintenance of very high standards in terms of shop floor appearance, unpacking and organising incoming deliveries, making and answering calls, completing phone purchases, writing emails etc. I developed my communication skills, time management skills and interpersonal skills. I gained experience in relation to meeting goals and targets, and in professionalism and customer service.

**-Legal Assistant/ Paralegal**

*Melvyn Hanley Solicitors, 16 Patrick Street, Co. Limerick -* June 2017-January 2018.

Responsible for supporting the solicitors of the firm in their work. Responsibilities included typing from dictation, answering calls and filing. I drafted important legal documents and correspondence. I was also responsible for diary management, conducting research, compiling and binding briefs, carrying out hand deliveries, dealing with client queries, making enquiries of my own and managing the digital and hard copy filing systems. I facilitated cash and card payments, generated receipts and made record of same.An important part of this work was being the first point of contact for clients.

**-Part Time Cashier**

*Spar Express, Mountmellick Road, Portlaoise, Laois -* October 2016-May 2017.

Experience working on tills, dealing with cash and visa payments, bill pay, lotto etc. and keeping the shop floor and its contents pristine. It involved providing professional customer service. I was afforded the opportunity to develop my communication and teamwork skills.

## **Further Employment Experience \_**

White O’ Donoghue Solicitors (2015), Heatons Department Store (2014), The Heath National School (2014), The Old Rectory Playschool (2014), Portlaoise Family Resource Centre (2014)

## **Achievements**

* Nominated for University of Limerick Cooperative Education Student of the Year 2019.
* Presented with the Scoil Chríost Rí Gaeilge Student of the Year Award 2015.
* Chosen as a Meitheal youth leader (2015).
* Attained 4 Silver Scoil Chríost Rí Awards for attendance, overall academic performance and leadership skills.
* Achieved a Bronze Gáisce Presidents Award (2013) and Silver Gáisce Presidents Award (2015).
* Completed the SAGE Accountancy Intro. Cert. (2013)
* Completed the ECDL Cert. (2013).

## **Further Skills and Interests**

* I am a good listener and I can communicate clearly and concisely both verbally and in writing, a skill that I have developed in college through mooting and other course work.
* I love art and particularly enjoy drawing and painting.
* I enjoy working with others. I have a vast amount of experience in working as part of a team and I am aware of the importance of such skill in the work place.
* I am very familiar with and competent in the use of applications such as Microsoft Word, Powerpoint and Excel.

## **References**

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| Mr. Paul Naughton,SolicitorMelvyn Hanley Solicitors,16 Patrick StreetCo. Limerick.061 400 533  | Laura Donnellan Academic Advisor & LecturerSchool of LawUniversity of Limerick CastletroyCo. Limerick Laura.donnellan@ul.ie  |

**Further references available upon request.**