**Eve Casey**

**+353 86 354 9881**

**ecasey176@gmail.com**

**Education**

**Dublin City University (2018 – 2021)**

* BCL Law and Society - **2.1**

**The Institute of Education (2016 – 2018)**

* Leaving Certificate 2018: 465 CAO Points

**Work Experience**

**Morilles Coffee, Lower Kilmacud Rd, Stillorgan, Dublin**

**Barista**

**[November 2022 – Present]**

**Responsibilities**

* Managing and balancing drive through and pedestrian queues simultaneously
* Working with a team in a small, fast paced environment
* Preparation of various hot and cold beverages, pastries and ice creams
* Management, unpacking and storing deliveries
* Exceptional customer service
* Opening and closing duties

**Hayes solicitors, Lavery House, 2 Earlsfort Terrace, Saint Kevins, Dublin, D02 T625**

**Intern**

**3 months [4th January 2022 – 1st April 2022]**

**Responsibilities**:

- Assisting trainees with tasks

- Carrying out GDPR checks

- Drafting documents for counsel and for court

- Keeping a timesheet

- Completing tasks for solicitors and partners.

**Costa Coffee, Nutgrove Retail Park, Nutgrove Ave, Whitehall, Dublin 14**

**Barista**

**4 months [10th September 2021 - 20th December 2021]**

**Responsibilities:**

* Preparation of various types of coffee and other beverages
* Preparation of food
* Sublime customer service
* Opening and closing the store
* Managing cash
* Maintenance of clean work and dining areas
* Compliance with COVID 19 Guidelines

**Hayes solicitors, Lavery House, 2 Earlsfort Terrace, Saint Kevins, Dublin,**

**Summer Intern**

**3 months [24th May 2021 - 27th August 2021]**

**Responsibilities:**

* -Trained in on Legal/Practice Evolve, Outlook, Microsoft Word/Excel, KOFAX
* Drafted multiple articles for the firm website
* Completed in-office tasks - preparation of briefs (hard and soft copies), scanning, swearing fees
* Research tasks for partners
* Liaised directly with partners and solicitors and assisted trainees with workload

**Hayes solicitors, Lavery House, 2 Earlsfort Terrace, Saint Kevins, Dublin,**

**Legal Administrative Assistant**

**3 months [end of May 2019 – August 2019]**

**Responsibilities:**

* Legal administrative assistant working with speech recognition programming
* Reviewed and revised fee-earners dictations
* Prepared weekly and monthly reports on these dictations.

**Bakers Corner Pub, Kill-O-The Grange Garda Station, Rochestown Ave, Kill of the Grange, Dublin**

**Floor Staff Team**

**5 months [June 2019 - October 2019]**

**Responsibilities:**

* Worked as part of a team of floor staff in a fast paced environment.
* Took orders from customers
* Closed the pub
* Handled a cash float
* Ensured the pub was always tidy

**Qualifications**

* All eight FE1s completed
* Qualified Barista Award 2017 awarded by Dublin Barista School
* HACCP Levels 1&2

**Interests**

* Music – I have been playing the flute for 15 years, completing all grade exams for classical flute. In my spare time, I write and record music at home.
* Cooking and baking – I have always enjoyed cooking and baking and believe it is a unique and immersive way of learning about other cultures.
* Indoor Gardening – I enjoy learning about different varieties of plants and observing their different stages throughout the year. Over the last couple of years, I have collected and grown a wide variety of indoor plants.