Georgina Alford

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**PERSONAL PROFILE:**

I am a confident and reliable hard worker with strong attention to detail. I can demonstrate considerable ability of Microsoft Word, Powerpoint and Excel and have a current copy typing speed of 65wpm. I have developed excellent communication and interpersonal skills through my experience and would be a committed member of any team.

My ambition is to further develop my knowledge and skills and set out on a successful career in the legal sector. I bring a passion for a career in the legal sector and feel that I will dedicate myself to constantly strive and excel at my work. This, I have been able to demonstrate to my current employers by undertaking an unpaid internship in the office of the Director of Military Prosecutions in Defence Forces Headquarters.

I believe some of the principal strengths that I can bring to an appointment is my educational background and internship experience as well as a dedicated and professional approach to work. This, I feel, gives me a firm foundation to build a career in law. I have also proven that I can adapt to any situation and communicate effectively within varying levels of the company.

**EDUCATIONAL BACKGROUND**

**BBLAW (Hons) in Business with Law (2.1)** **I.T Carlow** **(2010-2014)**

**First Year:** Financial Accounting, Quantitative Techniques, Economics, Management, Legal Research and Communications, The Irish Legal Systems.

**Second Year:** Management Accounting, Human Resource Management, Contract Law, Tort Law, Marketing.

**Third Year:** Strategic HR Management, Business Finance, Business Applications 1, Employment Law, Taxation, Media Law.

**Fourth Year:** International Business, Industrial Relations, Strategic Management, Company and Partnership Law, Commerce and Consumer Protection Law.

I was also appointed as a class representative by my college class for the last two years of our degree course.

**Leaving Certificate Tullow Community School 350 points (2005-2010)**

**Subjects Studied:** English, Irish, Maths, French, Accounting, Business Organisation, Music, Leaving Certificate Vocational Programme.

**WORK EXPERIENCE:**

**Technical Service Co-Ordinator Accuscience Ltd June 2015-Present**

**Duties:**

* Technical Service Co-Ordinator for a €2.2m department housing 12 engineers
* Prepare invoices and follow up on customer payments. I have managed to reduce the departments portfolio from €20,000 to under €3,000 in my short time.
* I liaise with customers and engineers regarding scheduling and have learnt to multi-task and prioritise the workload
* Prepare customer quotations and assist my colleagues in the customer contract department
* Deal with stock control in the company and communicate effectively with various suppliers
* Answer phones, assist customer service and carry out other general office duties.

**Legal Researcher Defence Forces Headquarters Nov 2014-June 2015**

**Duties:**

* Researched various areas of law including Criminal Law, Data Protection and Military Law
* Prepared Legal Opinions
* Formulated a guide for individuals who have been charged with offences under Military Law
* Drafted aide-memoires for the conduct of the investigation of offences
* Produced power point lectures for use on academic courses in the Military College

**Secretary Junior Handlers Association of Ireland 2010-2015**

**Duties:**

* Organised Nationwide Events
* Kept detailed records of members and competitions
* Other General Secretarial Duties (e.g. taking minutes, organising meetings)

**ACHIEVEMENTS**

In 2004 I won the title of Irish Junior Handler of The Year with the Irish Junior Dog Handlers Association. I am the youngest person to ever win this award and was selected to represent Ireland on an International level at Crufts Dog Show 2005. I took part in various inter-university debating competitions while in college.

References are available upon request.