## *Curriculum Vitae*

Giovanni Smith

26 Hazel Lawn

Blanchardstown

Dublin 15

    Email: giovannimichele01@gmail.com

Phone: 0894077764

### Personal Statement

I am Bachelor of Law graduand at NUI Maynooth. I am a hardworking, driven student with excellent communication skills and an approachable attitude. I am flexible and highly motivated with an ability to manage many different types of tasks and excels in high pressure environments.

### Education

**Bachelor of Law at NUI Maynooth**

*(Including a French language module)*

*September 2018 – September 2022.*

**Leaving Certificate**

*2013-2018 St. Mary’s Diocesan, Drogheda*

*I received 422 points in my Leaving Certificate*

### Employment History

Doyle & Company LLP, Legal Executive, Dublin 15

*August 2022 - Present*

* I take detailed attendances at the initial consultation stage.
* I schedule appointments for solicitor/client meetings and settlement discussions in the Law Library.
* I gather initial information and open both physical files and files on the case management system.
* I prepare files for Trials. I ensure that sufficient booklets are on the file ensuring all relevant parties have a copy.
* I prepare initial briefs for Counsel.
* I proofread pleadings, affidavits and motion papers.
* legal terminology has improved as a result of engrossing Counsel’s drafts along with my efficiency in knowing what templates to use when performing certain task.
* I lodge Land Registration Applications.
* I schedule Title Deeds and return them to lending institutions.
* I prepare Decision Making Representative application.

**Weavers Bar and Venue, Drogheda - Barman**

*June 2021- August 2021*

* Use of computerised till system
* Complying with Covid safety measures
* Stocking shelves and checking stock
* Cleaning duties
* Dealing with customer complaints and queries and offering assistance

**Earth Nightclub, Drogheda, Barback**

*September 2019 – March 2020*

* Serving Customers and dealing with customer queries and complaints
* Replenishing the store and stocking shelves
* Cleaning store and maintaining a safe environment for customers and staff
* End of day cash up
* Locking up and activating security system
* Greeting all guests in a warm and a friendly manner.
* Cleaning duties

**Teaching Piano lessons**

*February 2019 – May 2019*

* Teaching requires patience, organisation skills and good communication skills.

### Achievements

* Active member of Law Society
* One year study abroad in Lyon, France
* Always maintained good grades and a part-time job
* Excel Course/ Word
* TEFL Certificate
* Clifford Chance Virtual Internship
* Credit Union Quiz North Leinster champion 2014
* Water safety course
* Keyhouse Case management
* Industry Knowledge
* Grade VIII in Classical Piano RIAM
* 2018 Leinster Premier League Champion
* 2017 Leinster Northeast Champion
* 2015-2016 Student Council Representative
* 2014 Credit Union Quiz North Leinster champion 2014

**Skills Profile**

**Communication:**

* Developed when dealing with customers and communicating with other staff while working in previous employment.
* Written communication skills developed when writing professional emails/correspondence as legal executive.

**Attention to Detail:**

* Developed throughout my law studies in modules that I chose which revolved around research and independent work such as Property Law, Advanced EU Law and Guided research essay where I obtained a first-class honours.

**Leadership Skills:**

* Developed through my time as a legal executive in Doyle & Company LLP, by going down to the Four Courts to move applications in respect of obtaining Licences or Decision-Making Representations and managing to study for my FE1 examinations at one time.

**Teamwork Skills:**

* Developed by working through various projects in College work.
* Developed as playing for local rugby club and participating in Credit Union Quiz competitions for majority of my childhood and early adolescence.

**Resilience skills**

* Developed from as general operative in concrete factory. When I began to struggle with the early mornings, I looked at my skills, had the ability to rapidly recover from difficulties and adapted well in the face of adversity and stress.
* Developed from maintain my grades while also working part-time throughout college.

**Volunteering**

* Coaching underage rugby teams
* Bag packing in SuperValu/Dunnes every Christmas for a variety of charities, including local rugby club/swim club.
* Fundraising for local church.
* Bucket collections for charities.

**Hobbies and Interest**

I am very passionate in health and fitness. I go to the gym or cycle daily as I strongly believe it reduces my stress levels, boosts my mood, and strengthens my mental endurance. I also give personal fitness training to my friends and family which I find really rewarding. As well as fitness, I am keen and accomplished musician. I currently play the piano at an advanced level, and I am learning the fiddle in my spare time.

I love to travel, taking short city breaks. In the past year I have travelled to many different countries across Europe, getting a sense of the cultural and historical difference between them and Ireland.

### References

Available on request.