**Gregory McEvoy**

36 Clarinda Park E, Dún Laoghaire, Co. Dublin, Ireland

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**LinkedIn Profile:** www.linkedin.com/in/Gregory-McEvoy

**Education**

2015-2019 **BSc (Hons) Business & Law,** Dublin Institute of Technology, Aungier St, Co. Dublin.

2017-2018 **Erasmus:** ZHAW School of Management & Law, Zurich, Switzerland.

**Year 1** GPA 62% (2.1) **Year 2** GPA 60% (2.1) **Year 3** GPA 75% (1.1).

2009-2015 **Leaving Certificate (465 points)**, Blackrock College, Blackrock, Co. Dublin.

**Employment**

**Administrative Experience**

Summer. ‘18 **Legal Internship**, Baily Homan Smyth McVeigh Solicitors, Dublin 2

* Gained legal experience in the corporate department of one of Dublin’s top law firms.
* Worked with solicitors and paralegals, providing professional assistance in legal contracts, partnership agreements, share certificates, heads of terms, engagement letters and more.
* Worked closely with my mentors in providing our clients with the best services and advice.
* Assisted in conducting due diligence ensuring KYC checks adhered to regulations such as anti-money laundering.
* Drafted and reviewed legal agreements and correspondence, including contracts and corporate governance documents.
* Evaluated and organised corporate information and prepared related records.
* Undertook research relating to topical subjects such as the introduction of the new GDPR.

Summer. ‘16 **Administrator,** Henry Wiltshire International, Canary Wharf, London

* Completed administration work through Microsoft Office along with clerical work such as filing.
* Accompanied full-time employees in taking building measurements.
* Sat in on client meetings and employee interviews gaining experience in the recruitment & selection sector. It gave me valuable insight into employment contracts, offers, and acceptance.
* Became familiar with the layout and conditions of the different types of real estate contracts, from purchase contracts to leasing agreements.

**Customer Service Experience**

Aug-Sept ‘18 **Customer Service,** Seapoint Clinic, Seapoint, Blackrock, Co. Dublin

* Worked on the launch of the first Seapoint Dental Clinic pop up store advising potential clients on suitable dental treatments and promoting the clinic itself.
* Informed potential clients on the details of the procedures and provided them with base costs.
* Worked hard to hit sales targets and perfected pitching to clients.

Summer. ‘17 **Waiter,** Water St. Café, Water St, Vancouver, Canada

* Responsible for waiting/serving, offering professional and friendly customer service.
* Took orders and assisted with menu selection. I was a trusted keyholder with opening and closing responsibilities after my first month.
* Dealt with a variety of financial transactions and managed my own float. Undertook stock control through daily check-ups and placed orders as required.
* Addressed immediate customer concerns, questions, and needs in order to provide an optimal experience.

Sept-May. ‘17 **Waiter,** Rage Restaurant, Blackrock, Co. Dublin

* Responsible for taking/serving food and drink beverages while ensuring the highest levels of hygiene were adhered to at all times.
* Welcomed customers and dealt with queries in a knowledgeable and friendly manner.
* Improved interpersonal skills and dealt with specific customer needs and wants.

Jan-June. ‘16 **Sales Assistant,** FatFace, Exchequer St, Co. Dublin

* Pre-stocked items on the floor, operated tills and helped customers choose clothes that would suit them.
* Analysed the sales performance of product ranges and determined appropriate improvement points.

**Interests**

* **Law:** Member of DIT Law Society, keeping up to date in changes in legislation.
* **Sport:** Active member of DIT Boxing Society. Also, enjoy skiing and hiking.
* **Travelling:** Organised, planned and financed travel to the United States, Canada & Europe.
* **Law Society - Calcutta Run 2018:** During my summer internship at BHSM Solicitors, I took part in the 2018 Calcutta Run in aid of the Peter McVerry Trust and The Hope Foundation.
* **Volunteer Experience:** I was involved in the Christmas tree sales event in Blackrock College in aid of St. Vincent de Paul.

##### Skills

**Teamwork -** Ability to work independently or as part of a team. Can motivate others and build relationships – developed through work experience and participation in group case studies.

**Problem Solving -** Strong analytical ability and capacity for research, developed through analysing case studies. Able to solve practical problems using creativity and resourcefulness.

**Communication** **-** Excellent communication skills developed by delivering regular presentations in a concise and logical format. Can write reports and business correspondence. Enjoy participating in class group discussions.

**I.T. -** Competent in Microsoft Office, Excel and PowerPoint. Familiar with several social media platforms.

### References

**Academic:**

Dr. Etain Kidney, Assistant Head of School of Dublin Institute of Technology, Aungier St. Co. Dublin

E-mail: etain.kidney@dit.ie

**Work:**

Ms. Victoria Baird, Practise Manager of Seapoint Dental Clinic, Seapoint, Blackrock, Co. Dublin

E-mail: victoria@seapointclinic.ie

Mrs. Joe McVeigh, Partner at Baily Homan Smyth McVeigh Solicitors, 6/7 Harcourt Terrace, Dublin 2.

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Ms. Kelly Gallagher, Director at Henry Wiltshire International, Admirals Way, Canary Wharf, London.

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