**LEGAL WORK EXPERIENCE**

**IRVIN & IRVIN PLLC** - Winter Park, Florida **January 2019 - Present**

* Research statutes and case law on various issues for clients and then writing memorandums for the partners on the results of my research.
* Draft complaints and prepare basic litigation discovery such as interrogations, requests to produce.
* Obtain medical records.
* Prepare pre-suit demand letters.
* Correspond with insurance adjusters through written and verbal communication.

**ARTHUR COX** - Dublin, Ireland **(1-week internship) May 2015**

* Attended the Criminal Courts to observe a case and understand the role of the Judge, Barrister, Solicitor, and Jury.
* Interacted with Arthur cox’s interns and trainees and learned about employment law and dispute resolution.
* Visited Google offices and also AdRol.
* Participated in Curriculum vitae and personal development workshop.

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**MARKETING AND COMMUNICATIONS SOCIAL MEDIA INTERN October 2018 - Present**

Rollins College - Florida, USA

* Manage the Rollins College Student Social Media Ambassador Program by communicating responsibilities with the group, creating campaign ideas, participating in the program, and additional management duties.
* Write and edit social media postings.
* Assist with social media optimization.
* Monitor social networks.
* Manage social media monthly reports.

**HUGO BOSS** Menswear Arnotts - Dublin, Ireland **May 2018 – August 2018**

* Analysed data and compiled performance reports to determine best-selling products.
* Championed brands such as Gant, Ralph Lauren and Calvin Klein and drove their performance.
* Followed fashion trends to keep up to date with current trends and product knowledge.
* Impressed customers with excellent customer service.
* Operated the cash register and handled cash transactions.
* Maintained a high level of merchandising standards.

**JACK & JONES** Ilac shopping centre - Dublin, Ireland **September 2016 – May 2018**

* Provided customers with information on pricing and product availability.
* Handled all financial transactions for the store.
* Managed the store’s social media accounts & performed weekly analysis of social media marketing analytics.
* Assisted customers with current product knowledge in order to help them find what they need.
* Ensured stock levels are well maintained.
* Promoted store cards and advertised special offers.
* Constructed window displays and styled store mannequins.

**EDUCATION**

**National University of Ireland Maynooth October 2020**

*Bachelor of International Laws degree*

Modules completed to date: Tort Law, Criminal Law, Contract Law, Legal Skills, Negotiation, Constitutional Law, EU Law, Legal Writing And Advocacy, International law, Introduction To The American Legal systems, Innovation In Professional Practice, Administrative Law, Evidence Law and, Moot Court.

**Rollins College - Florida, USA May 2019**

*Exchange Student Programme*

Courses: Law & Ethics-Social Innov & Entr, Media, peace, and justice, Constitutional Law, persuasion, American Crime, Public speaking, Intro to international politics and introduction to sexuality, women’s and Gender studies.

**Trinity Access Programme September 2016**

*Certificate in Pathways to Law*

* Participated in advocacy workshops and mock trials in the Criminal Courts of Justice.
* Learned data protection and privacy through The Street Law Programme run by (PPC I) trainee solicitors in Blackhall place.

**SKILLS AND ABILITIES**

 **Legal Writing and Research**

* Ableto locate and synthesise legal authority and legal citation.

 **Analytical and Logical reasoning**

* Able to Review written documents, draw inferences and make connections among legal authorise.

 **Computer skills:**

* Good knowledge of Microsoft office. Currently, taking a ‘Using excel spreadsheets’ IT class.

 **Communication:**

* Excellent interpersonal and persuasive communication skills gained through employment, group projects, and extracurricular activities.
* Able to convey information in a clear, concise and logical manner.
* Ability to advocate a position or a clause. Taken a Negotiation, Legal Writing, and Advocacy module.
* Currently taking a Moot Court module as part of my undergraduate.

**VOLUNTEER EXPERIENCE**

**Google igniteCS October 2018**

Google igniteCS is a Google-sponsored outreach program. In collaboration with the Google igniteCS program, I used robotics to teach students in elementary school about computer science. The goal of this program is to ignite the passion of CS/IT to the children across the United States.