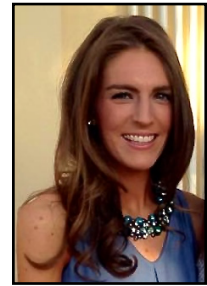


Curriculum Vitae



Personal Details

Name: Holly Tuite
Address: 50 Foxrock Manor, Foxrock, Dublin 18.
DOB: 10th December 1994
Contact: Email: 2007htuite@gmail.com
Phone: 087 9489122

Education

Primary/Secondary School Mount Anville School, Mount Anville Road, Dublin 14.

University 2013-2016 Dublin City University (DCU)
Law & Society BCL.
Graduated with a Second Class Honours Grade 1.

Present FE1 Candidate 2017 - 2018

Work Experience

October 2016 - Present: Porter Morris & Co, 10 Clare Street, Dublin 2

I am currently a Junior Legal Assistant with Porter Morris Solicitors. My responsibilities are general office and administration work, ad-hoc tasks, preparing Court Briefs and documents, post/DX and secretarial/reception duties. The position is one of a flexible nature and requires me to be adaptable with a willingness to learn. Since graduating in November 2016, I am eager to work in a legal environment to use and obtain new skills/knowledge to begin my legal career.

May - August 2016: Blazing Saddles, 93 South Street, New York

For four months during the summer of 2016, I completed the J1 Programme in New York. I worked in customer service/sales for Blazing Saddles on Governors Island and Brooklyn Bridge. Blazing Saddles is a bicycle hire rental company. A team of customer service staff worked together in this busy seasonal tourist attraction. The position required renting bicycles, completing rental contracts, securing payment, and use of cash register. One of the most important aspects of the position was communication and sales.

June - August 2016: The City Bakery: Union Square West 18th Street, New York

Whilst on my J1 experience, I took on a second job as a part time waitress for the above bakery. This position involved front of house, serving customers, excellent knowledge of food and cooking, food display, barista skills and use of cash register. This was a thriving bakery in busy midtown Manhattan and required efficiency, enthusiasm and an energetic personality.

August 2015 - April 2016: COS, BT2 Dundrum Shopping Centre, Dublin 14

During my Final Year in College, I worked as a part time sales consultant for COS. My position was to advise customers, operate the cash register, replenishment of stock, customer service, style advice and new season/product knowledge. I enjoyed the customer orientated environment in BT2.

August 2014 - November 2014: House of Fraser, Dundrum Shopping Centre, Dublin 14

During my Second Year in College, I worked as a part time sales assistant in the homeware section of House of Fraser. Product knowledge and excellent communication skills were required for this position. Achieving the weekly sales target was of importance and I enjoyed advising customers and meeting the targets.

May 2014 - August 2014: Hotel Salvia, Soller, Mallorca

During the summer months of my First Year in College, I worked as a hotel assistant. For this position, I travelled to Soller in Mallorca. I worked in an exclusive boutique style hotel. This position required great flexibility, customer service, and the ability to work within a small team. My duties included front of house, hotel tours, check in/out, office and secretarial duties and bookings. In the evenings and at lunch I worked in the restaurant as waitress. I enjoyed all aspects of this position.

Daniel Spring Solicitors, 50 Fitzwilliam Square, Dublin 2

During my second year of college, I attended general work experience at Daniel Spring Solicitors. This enabled me to experience the work of a solicitor outside of the college environment and experience the day to day running of the office. I was mainly in the Employment Law department and I attended hearings at the EAT.

Madigans Solicitors, 31 Molesworth St., Dublin 2

During the summer of First Year in College, I completed work experience at Madigans Solicitors. I assisted the legal secretaries and shadowed the solicitors. It was a great encouragement and opportunity to work alongside such a wonderful team and gain such an excellent insight into the legal world.

Achievements

- During College I was a SUAS Volunteer as a literacy mentor for St. Brigid's Primary School.
- I am a Certified Pool Lifeguard with Irish Water Safety.
- I have completed the RAD Classical Ballet Examinations Grade 1-5.
- I completed the Black & White Photography Course at The Photo Gallery.
- I completed the ECDL Programme.
- I was a volunteer for St. Vincent de Paul.
- I volunteered with Log on and Learn computer skills for senior citizens in my local community.
- I worked as part of the team in the Women's Aid Charity Shop in Dundrum.

Interests

- SUAS, Law Society, FLAC, Skiing, Ballet, Yoga, Travel, Photography & Fashion.

References

Joy Russell,
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