# Isabel Law

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**Summary**

A well-presented, good all round performer who when given a task, has the ability to work quickly and efficiently without asking too many questions. I has a proactive attitude and a strong work ethic, is sure to be able to make a real contribution to the day-to-day operations of any business. I possesses many transferable skills that can be used in a wide section of settings and industries. I am now looking for a suitable intern position with an organisation that can offer me a uniquely varied and fascinating working experience.

**Skills**

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| * Quick learner * Analytical * Dependable * Attention to detail | * Motivated & enthusiastic * Smart appearance * Taking the initiative |

**Languages**

* Chinese (Native Speaker)
* English
* Malay
* Cantonese
* and others dialect in Chinese

**Experience**

Oct – Dec 2017Takara Ramen & Deli Sushi Bar Dublin, County Dublin Waitress

* Customer Service
* Communication Skill
* Responsible for Cashier Desk
* Teamwork

**Education**

2016 - Present Griffith College Dublin – LL.B(Hons) Law

* Study abroad
* Major in Law
* Completed coursework in Contract Law, Criminal Law, Irish Legal System, Tort Law, Company Law, Constitutional Law, Land Law, Administrative Law, Law of Evidence, and Employment Law
* Completing in Jurisprudence, Equity and Trust of Law, European Union Law, Revenue Law, Commercial Law and Banking and Financial Law.
* Dissertation in area of Criminology

2010- 2015 **Chung Hua Middle School No.1** - **High School Diploma**

* Major in Business & Art
* Completed coursework in basic business, finance and accounting.
* Ranked in Top 5 % of class
* environmental protection organisation Member

**Knowledge Of**

* Conducting research
* Report writing
* Diary management
* Multitasking
* MS Office & other specialist office software

**Skills Acquired Whilst Studying**

* Accepting feedback & taking constructive criticism well.
* Able to develop and maintain good relationships with work colleagues & supervisors/managers.
* Ability to produce consistently accurate work even whilst under pressure.
* Willingness to learn new things.
* Effective time management skills & able to prioritise tasks in order of importance.
* Willingness to share skills, knowledge, and expertise.
* Going the extra mile to make a difference, having the drive to lead and succeed.

**References -** Available on request