**James Creed**

**Ballyweelin, Rosses Point, Sligo**

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**PERSONAL PROFILE**

Business and Law student with experience ranging in the restaurant and construction industries as well as in a medium sized full service law firm.

**WORK EXPERIENCE**

**Shift Manager, Street Cart Restaurant, Sligo. August 2014-August 2017**

* Duties included, food preparation and cooking, serving customers, liaising and coordinating between kitchen staff and front of house, overseeing other staff members, costing and creating specials, inspecting orders and handling invoices and bookkeeping of days takings.
* I was involved in the running of an external catering unit which catered to events and functions such as weddings and national sporting events for up to 500 people.

**Intern, McDermott, Creed and Martyn, Solicitors Dublin June 2018-August 2018**

` **July2020-Septmeber2020**

* Duties included drafting Submissions, preparing Briefs for Counsel, Interactions with Clients and other Law Firms, attending court providing support to Solicitors, conducting Freedom of Information requests, attending contract negotiations, conducting discovery and legal research and general administrative tasks.

**Faber Construction, Vancouver, BC, Canada.` June 2019- August 2019**

* Duties included general labour tasks and assisting tradesmen on a variety of sites ranging from small residential projects to high rise skyscrapers.

**EDUCATION & TRAINING**

* Bachelors of Business and Law

University College Dublin GPA 3.65 **1/09/2017- ongoing**

First Year GPA 3.67. Second Year GPA 3.65 Third Year GPA 3.62

* Summerhill College **1/09/2011- 30/05/17**

 Leaving Certificate 556 points

 History H1

 Business Studies H1

 Economics H1

 Accounting H2

 Maths H3

 French H4

 English H4

 Irish O1

**OTHER PAST EXPERIENCE**

* Chairman of the Summerhill College Student Committee 2016-2017. A student elected body, responsible for consulting with school management on student affairs, formulating student initiatives and organising events such as the Graduation Ball.
* Chairman of the Bank of Ireland Student Bank, Summerhill College 2014-2015. This involved working with members of the local branch to attract students to open accounts with Bank of Ireland. This role also saw the handling of and processing of lodgements into accounts weekly.
* Volunteering work with the St Vincent de Paul, North West Hospice and Sligo Cancer Support Group on a variety of fundraising projects.
* Caddy at Co Sligo Golf Club during summer months.

**SKILLS**

* Communication: I have learned effective communication through dealings with customers and clients. Similarly while caddying I have learned how to deliver clear and concise instructions.
* IT: I have a range of IT experience including Gmetrix Qualifications in Microsoft office and experience using platforms such as SAP and Microsoft Access.
* Teamwork: I have been a member of numerous sporting teams and college groups and have learned how to work well and cohesively as part of a team environment. I am comfortable taking a lead on a team project while also happy playing a supporting role.
* Written ability: Awarded History essay of the Year in Summerhill college in 2017 in relation to American Economic Development in the 20th Century.
* Organisation: Roles working in a restaurant and a law firm as well as college deadlines have instilled a system of organisation.

**REFERENCES**

Mr Barry Creed, Mr Marc Creed,

Partner, Owner,

McDermott Creed and Martyn Solicitors, Street Cart,

Oxmantown Green, Teeling Street,

Blackhall Street, Sligo

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