**Kim Mc Loughlin**

Second Year LLB Student

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*An organised second year LLB student with research, customer service and administrative skills and experience, seeking legal experience in order to further enhance legal skills and gain an insight into a future career in the legal sector*

**SKILLS**

* Communication skills
* Ability to work well in a team and independently
* Planning skills
* Organisational skills
* Decision making skills
* Commercial awareness
* Time management skills
* Customer service skills
* Administrative skills
* Leadership skills
* Endurance
* Research skills
* Motivated and determined
* Responsible
* Negotiation skills

**EXPERIENCE**

**September 2019 – Present Administrative Assistant**

*Maynooth University Residences Office, Maynooth, Co. Kildare*

Helping residents with any problems they may have, organising and filing documents, assisting with check in and carrying out checks in apartments in order to ensure apartments are up to standard expected, all of which has enhanced my decision making and teamwork skills.

**March 2016 – Present Waitress**

*Teach Dolmain, Co. Carlow*

Taking food and drink orders, making recommendations based on customer preferences, training new employees, using problem solving skills in order to resolve customer complaints, managing bookings in order to increase table turns and using communication skills in order to ensure customer satisfaction.

**LEGAL EXPERIENCE**

**FLAC Clinic, Maynooth University**

I am currently training with the FLAC society in order to be able to give legal advice to fellow students when partaking in the clinic and expand my practical knowledge of the law.

**Department of Law Undergraduate Research Award**

I have taken part in a research aware within Maynooth University which involved researching and publishing Irish Supreme Court cases on Wikipedia under the supervision of Dr. Brian McKenzie and Professor Michael Doherty in order to determine their impact on the Irish Legal profession. This has hugely enhanced my research and communication skills.

**VOLUNTEER WORK**

**Jack and Jill Foundation**

I have volunteered at my local charity shop in which I organised clothes, ensured the shop was kept clean and greeted customers who were dropping in donations which improved my organisational and customer service skills.

**Kitchen Assistant**

I have volunteered where I have helped to cook and serve food in a nursing home, where I got the opportunity to improve my time management and communication skills.

**EDUCATION**

**Presentation College, Carlow**

September 2012 – May 2018

Leaving Cert: 500 points

**Maynooth University, Co. Kildare**

September 2018 – Current

First Year: 72% average

**ACHIEVEMENTS**

**School Bank**

I was auditor of our school bank which enhanced my organisational, administrative and teamwork skills.

**Prefect**

I was part of our school Prefect team in which we supported younger students and organised events for the school, which strengthened both my leadership and organisational skills.

**Gaisce – The President’s Award**

This award was an opportunity to broaden my skillset, in which I found motivation and endurance to be extremely important.

**INTERESTS**

* Yoga
* Spinning
* Reading
* Dancing
* Swimming
* Travel

**REFERENCES**

**Alice Harrison BL**

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