Kristina Radits

62 Lohunda Park, Clonsilla, Dublin 15 | E: kristinaradits@gmail.com |

LinkedIn: <https://ie.linkedin.com/in/kristinaradits> | M: +353 83 152 9718

 *Education*

**University College Dublin (2012 – 2017)***Law (BCL)* - Second Class Honours, Grade 1(*Overall GPA: 3.43*)

* Participated in several Mooting Competitions. My team received **2nd place** for our case memorial at the DCU National Moot Court Competition 2017 which took place in the Criminal Courts of Justice.
* Peer Mentor 2013 and Law student representative on the UCD Staff Student Forum.
* Have been heavily involved in the UCD Dance Society as a member, Crew Manager and dance teacher.

**Tallinna Õismäe Vene Lütseum, Tallinn, Estonia (2000 – 2012)**

* “State Entrance Examinations” average - **92.2%.** Secondary School Leaving Certificate contains 19 subjects, all of which received **grade "5" (excellent)**. Graduated with a Gold Medal.

*Work Experience*

**Legal Executive, *Williams Solicitors* (June 2018 – present)**

* I support **three** solicitors, including the head partner of Williams Solicitors.
* The **areas of expertise** which I have been trained in is Conveyancing, Litigation, Immigration, Personal Injury claims, Employment and Family Law.
* Thus far in my employment I have prepared pleadings, briefs, schedules of title deeds and various other legal documents for court proceedings. I have lodged pleadings with the relevant courts in Dublin and other counties.
* I have been tasked with completion of all employment permit applications from initial client consultation to final submission of the application.
* I communicate daily with clients and barristers to ensure case progression.
* I attend client meetings and hearings making internal notes on such.
* I engage in client and firm file management, transcribing dictation, client billing and performing other general administrative duties.
* Lastly, I frequently engage in researching legal information.

**Manager, *Milano/Pizzaexpress* (November 2015 – June 2018)**

* Promoted from a waitress role, the position entailed managing a high volume restaurant with over 40 employees and managing all day-to-day operations.
* Being the busiest restaurant in Blanchardstown within the Irish franchise, required daily organisation, teamwork and being able to adapt under pressure.
* I ensured delivery of a high standard of customer care and hitting sales targets.
* I created competitions for team members incentives to boost overall performance.
* I was also put in charge of recruiting, hiring, training and further developing staff members.
* I ensured compliance with brand standards and preparing the restaurant for assessments such as quality and safety check, mystery guests, financial regulation audits.
* Lastly, I ordered stock based on forecasted sales and wastage.

**Dancer/Dance Teacher (2012 – present)**

* I teach dance classes in Dublin and have travelled home to teach in Estonia. I teach both children and young adults.
* I perform at shows and concerts. Most notable performances include Google Engage 2017 Conference at the 3Arena as a dancer for the opening act with Rudimental and a Ryanair anniversary flashmob that was later featured in official promotions and booklets.
* I have coached the UCD Dance Society Hip-Hop crew in 2015-2017 for the annual Intervarsities Dance Competition which required organisation and leadership.

**Waitress, *Milano/Pizzaexpress* (June 2013 – June 2018)**

* + In my role as a waitress, I was required to follow 10 steps of service in delivering a high standard of customer care, perform cleaning duties and do school visits and children's pizza making parties.
	+ While studying in UCD I worked almost full-time, about 4-5 days a week, in this role, which demanded a disciplined time management and required me to find a correct balance that would ensure I provide the highest quality results.
	+ In respect of the above, the following are some of the achievements I have earned in this position:
	+ I received an Exceptional Service Award from the Company
	+ I also received two “100%” Mystery Guest reviews.
	+ I was chosen to participate, provide feedback and put forward ideas in company meetings.
	+ I was appointed to be the Coffee and Wine Trainer.
	+ After 2,5 years I received a promotion to a Manager position.

*Skills, Interests and Hobbies*

* **Languages**: Russian (native), English (fluent), Estonian (fluent), basic understanding of Japanese, Spanish, Ukrainian, Finnish and German.
* **Dance**: as a dancer I regularly travel to Europe to train and improve my skills at dance camps, conventions, workshops and intensives. I also participate in dance competitions. Won **1st place** with my team in Hip-Hop Ireland 2017 Megacrew division.
* **Travelling**: I enjoy travelling and have recently went **solo travelling** for a month in Thailand.
* I enjoy trying out new and different activities (recently went skydiving) and among other interests are politics, films and criminal psychology. I have also taught myself the piano, guitar and violin.

*References*

* Ivan Williams, *Williams Solicitors* – ivan@williamssolicitors.ie
* Vaida Steponkute, *Milano* –dublin7.manager@gmail.com