

## Professional profile

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I am a final year Law student at University College Dublin Sutherland School of Law, with my current grades indicating a final 2:1 degree. I am a student with a love for Company and EU Law. I am driven with an enormous capacity to learn I am keen to secure a legal traineeship with a Dublin based law firm.

## Education & qualifications

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- **University College Dublin – 2014 - 2018**
  - **Law (BCL)**
  - **Grade: 2:1**

I have completed/in final stage of completing all compulsory FE1 examinable subjects.
- **Charles University, Prague, Czech Republic – February 2017 - June 2017**
  - **Law (BCL)**
  - **Grade: 2:1**

I undertook the UCD Erasmus exchange programme in UCD as part of my third year. As part of my programme I undertook modules such as International Arbitration and Alternative Dispute Resolution.
- **Newbridge College, Newbridge, Co.Kildare – 2008 - 2015**
  - **Leaving Certificate Points: 510**

Secured an A1 grade in Higher-level English.

## Work Experience

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### Relevant Work Experience

**Conal Boyce Solicitors, Main Street, Naas, County Kildare.**

**July '15 – August '15**

Undertook a work experience placement with a Criminal Defence Solicitor in the summer of 2015. As part of this experience, I had the opportunity to shadow a High Court Barrister for a day in the Central Criminal Courts. I deem to this be vital experience for a law student at such a young age in their legal journey.

### Key Responsibilities

- Attended both District and Circuit Courts throughout Kildare every Wednesday – Friday.
- Met with clients, and saw first hand how a Solicitor/Client relationship works.
- Assisted in preparing files and books of evidence to bring to relevant court cases.
- Improved my ability to use my initiative and work in a fast paced environment.

### Other Work Experience

**Intensive Community Programmes, Naas Town Centre, Naas, Co. Kildare.**

**June 17' - Present**

I currently work as a Human Resource Assistant in Intensive Community Programmes (ICP). ICP is a medium sized and expanding crisis intervention agency for youth and young adults with complex behavioural and psychiatric issues. Almost all of their current client bases are known to the court system with approximately one third on the High Court Children's list.

### Key Responsibilities

- I am responsible for all employee files, and must make sure they meet relevant statutory body standards as required by HIQA, TULSA, and the HSE. This has allowed me to vastly improve my eye for scrutiny and organisational skills.
- I assist in compiling monthly client reports. The reports are strictly confidential under law and must be regarded with great privacy. The reports are ones, which have been detrimental in expanding my knowledge of professional and confidential client writing. This experience will no doubt stand to me in my future career.
- I provide technical support to other ICP team members, and have assisted in drafting up new company policy procedures such as a revised confidentiality agreement.

At present I am a brand ambassador for Because Ireland. Because is an international agency who work with worldwide brands to create digital and visual experience for product promotion and activations. I am very much a people's person, so the job is one that has allowed me to build on that attribute and build on my communication skills.

**Key Responsibilities**

- My main responsibility is to increase brand awareness and sales, and so it is important that the Brands we represent see evidence of this. As a result, it has fuelled my already outgoing nature.
- I am also responsible for impeccable customer interaction, it is vitally important to be able to engage with customers and ultimately act as the face of the brand.
- The work environment is energetic, and so it has allowed me to show my ability to use my initiative.

**PANDORA, Kildare Village Luxury Outlet, County Kildare.****June '16 – September '16**

In the summer of 2016, I held a retail assistant position in world famous jewellery brand PANDORA. PANDORA's Kildare village store is their busiest in Ireland. During my time in PANDORA I was present for the visit of the head of their European operations, and during this time I was acknowledged for my impeccable sales records.

**Key Responsibilities**

- Large emphasis placed on customer appreciation and satisfaction. I was responsible for greeting guests and providing an enjoyable shopping experience and personally assisting clients throughout their entire visit to our store.
- I exemplified my technical abilities in assisting in stock take and till count. This was extremely important due to the high turnover in the store.
- I showed dedication to the job by completing online courses within the company to gain essential and extensive knowledge of materials used in PANDORA's jewellery.

**JMC Van Trans, Naas Road, Newlands cross, Dublin 24****June '13 – August '13**

In the summer of 2013, I secured a place as an accountant's assistant in JMC Van Trans. My work was wholly office based. This was extremely imperative to preparing myself for my future, as I gained valuable experience working professional office environment at a very young age.

- A large proportion of my responsibilities involved working with the SAGE system in processing client invoices. Hence I got to exert and stimulate my client communication skills on a daily basis.
- In JMC, I was recognised as being one of the key players in the establishment of a new database system for accounts and orders. I had responsibilities such as manually transferring client and account information from the old database to the new one. This showed my resilience and ability to manage sometimes time consuming and complex tasks.
- I also was on call in order to offer advice to any clients in relation to their invoices or orders

**Achievements & Extra Curricular Activities**

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- I currently stand as stage four BCL class representatives in UCD Students Union. This is a particular honour as I am member of UCD student union council. I thoroughly enjoy council, and my goal is to bring forward any issues/motions that any of my fellow classmates may have in regards to College. As part of my role I have been given an opportunity to act as Matriarch figure for my year. I can already see myself personally building on my public speaking and speech writing skills.
- Presently, I am taking part in the Student Legal Service negotiation competition in UCD. As of present, I am in the quarterfinals, which I view as a great personal achievement. It is a privilege to be a part of the competition as I get to build on skills to become a negotiator, a vital component of any aspiring lawyers personal resume.
- In my second semester of third year, I was accepted to the Erasmus Exchange Programme that saw me spend my spring/summer semester in Charles University, Prague. Charles University is one of Europe's oldest and most prestigious third level institutions, and the experience is one that has been a milestone in my life so far.
- I am in possession of a European Computer Driving Licence. This award has made me a valued member in terms of providing technical assistance to many work colleagues in both past and present jobs.
- I am an active fundraiser and campaigner for KARE, Ireland. KARE is a wonderful Charity close to my heart. I believe it is extremely important for everyone to exert his or her social responsibility.

## Interests

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- I have a great interest in world history and travel and as a result of my Erasmus in Prague I visited many historical European sites that I had always a keen interest to see.
- At the age of seventeen I travelled solely to Miami to visit Family for a month and since have not been able to stop. Over the past two years I have travelled Central Europe, Greek & Croatian Islands and most recently a road-trip down the West Coast of America.
- Current affairs are something that I keep up with daily. I derive from a family who are always watching international news, reading newspapers, or debating with each other on world politics so perhaps I have inherited the interest from them.
- I have long been interested in fashion and the subcultures that have derived from such. I am fascinated by the rise and consumption of brands and gaining a deeper knowledge behind certain brands purpose.

## References

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