Leah Kerrigan joyce

BA (Hons) Economic, politics and law

leahmarykerrigan@hotmail.com |  0851489321  |  Virginia , Co.Cavan

Professional Summary

* I am a Graduate student primarily interested in the leal aspect of my degree with a keen aspiration on a career in a graduate programm**e**. I have a strong desire to learn, flexibility, and excellent collaborative abilities.
* I have what it takes to succeed in a graduate programme and make a valuable contribution to a dynamic work environment. I have a rapidly absorbent mind and a passion for collaborative problem-solving. Drawing from my valuable experience in a fast-paced retail environment, I am well-equipped to excel in dynamic roles that require adaptability and quick thinking.
* **IT Skills:** Word, Excel , iron mountain, Outlook.
* **Availability:** Available for graduate programme from September 2025.

Education

***2021-2024*| Dublin City University | Dublin | BA (Hons) Economic, politics and law. 2:2.**

Modules: Macroeconomics, politics, mathematics for economics, data analysis, microeconomics, European integration, US history and politics, constitutional law, Irish political system, law of contract, European union law, criminal law, public finance, research design and methods, political ideologies, law of tort, employment law, public policy, property law, company law, applied economics, family law, principals of equity and trusts.

***2020-2021*| VIRGINIA COLLEGE| Cavan|** Leaving Certificate**. 431 points.**

Leaving Certificate subjects: English, Irish, Maths, Spanish, Art, Biology, History.

Work Experience

 ***October 2021 -Date* | Marks and spencer’s |** Sales assistant (Part Time)

 OrderPicking: Select items from inventory based on online orders.

 Packing: Securely pack items for shipment.

 QualityCheck: Inspect items for accuracy and condition.

 InventoryManagement: Update stock levels and report shortages.

 ShippingCoordination: Prepare packages for courier pick-up.

 CustomerService: Handle inquiries related to online orders.

 TeamCollaboration: Work with other departments to ensure order fulfilment.

 Efficiency: Maintain speed and accuracy in a fast-paced environment.

***July 2019- July 2021* | Day Today, Ryefield |** Sales Assistant (Part Time)

* Conducted thorough opening procedures
* Completed closing procedures, securing the premises, locking doors, turning off lights, and setting the alarm system for protection.
* Accurately handled sales transactions and maintained a high-level attention to detail.
* Ensured the quality and accuracy of engravings, with meticulous attention to detail and adherence to customer specifications.
* Trained new staff in daily operations, product knowledge and opening and closing procedures.
* Regularly placed orders for new stock on a weekly basis to maintain inventory levels and meet customer demand.
* Accurately added newly received stock items to the till system and pricing in line with store policies.
* Collaborated with suppliers to negotiate terms, track deliveries, and address any discrepancies or issues with quality.
* Managed the cash register, including handling transactions, counting starting cash and reconciling the till at the at the end of each shift.

***Summer work 2018/19/20* |Stephen McKenzie & C. |** File clerk

My responsibilities were for organizing, storing, and managing legal documents. To ensure documents are accurately filed, easily retrievable, and securely maintained.

 Document Storage: Organize and store physical files in Iron Mountain facilities.

 File Retrieval: Retrieve and deliver files as requested.

 Digitalization: Scan and upload documents to Iron Mountain's digital storage system.

 Inventory Management: Track file locations and update records.

 Compliance: Ensure document handling follows legal and company regulations.

 Confidentiality: Maintain the security and confidentiality of all documents.

Hobbies and Interests

***Fundraising:***

* Participated in bake sales organized for the local football club with the purpose of raising funds for the club and to encourage young people to sign up for the club.
* Keen traveller and over the last number of years have travelled to different parts of Europe and UAE during GAP year and most recently Australia.

References Available Upon Request