**Lisa Quigley**

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**EDUCATION**

**2016 – 2020 University College Dublin**

**Business and Law Graduate**

* 4th year GPA: 3.62

**2010 – 2016 Loreto College Foxrock**

* Leaving Certificate - All subjects at Honours level; 545 points achieved
* English A1, Spanish A1, Business B1, History B1, Economics B2, Irish B2, Maths C1
* History Prefect, Shortlisted for Young Entrepreneur Competition

**EMPLOYMENT EXPERIENCE**

**September 2019 – Ongoing** **Dune London,** **Dundrum Town Centre Dublin**

* Sales Associate in a pressurised retail environment providing customers with premium service

Role includes:

* Implementing visual merchandising standards
* Processing online orders and in store sales
* Working towards daily sales targets, link-selling and building brand loyalty with an emphasis on teamwork

**June 2019 – July 2019** **Barry O’Donnell Solicitors, Legal Intern**  **Dublin**

Role included:

* Filing documents to court, assisting in preparing affidavits, attending client meetings, drafting correspondence and attending court
* Assisted on matters involving commercial litigation, family law, personal injuries and property law
* Shadowed experienced solicitors with daily work

**May 2018 – June 2018** **Matheson, University Placement Student Dublin**

**March 2019 – May 2019**

Role included:

* Assisting the Litigation department with document discovery and review for a number of high-profile cases, attending team meetings with solicitors, associates and partners
* Invited to return on a part-time basis during 3rd year of University
* Worked closely with the IT department on E-discovery matters

**October 2017 – July 2019 Clarks, Dundrum Town Centre Dublin**

* Sales assistant in a goal focused, fast-paced retail environment

Role included:

* Creating and maintaining customer relationships, working with a huge emphasis on KPI’s, such as conversion, average transaction value and multi-sales, as well as challenging individual sales targets
* Emphasis on teamwork at all times within the store

**October 2016 – June 2017 Mulvey’s Pharmacy, Stepaside Dublin**

* Over-the-counter assistant/ key holder

Role included:

* Opening, closing and managing the store each Saturday, advising customers, ordering new stock each evening and assisting the pharmacist in recommending cold and flu medications

**SKILLS AND INTERESTS**

* **Language Skills** Spanish (Intermediate), Irish (Basic)
* **Technical Skills** Microsoft Office (ECDL Course), Excel. Accounts IQ, SAP by Design, E-discovery software
* **Sport/ Hobbies** UCD Rockclimbing and Mountaineering Club, Gym, Vegan Cooking, Hiking Club
* **Voluntary** Irish M.E Trust,Barnardos Dun Laoighaire, SVP Bucket Collecting, Belmont House Nursing Home
* **Achievements** Award for excellence English and Economics (Loreto Foxrock), Gaisce Bronze Award