**LUKE JONES**

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* My name is Luke Jones. I am a 21-year-old graduate from NUIG. I have recently finished my final year exams and am keen to face the challenges that await in the working world. I am extremely eager to begin my professional career, and work as part of a team.

Primary school/Junior Cert not required

**EDUCATION**

**September 2017- May 2020 - Civil Law - National University of Ireland, Galway.**

I have just completed my final year of Civil Law in NUIG.

Overall result : 2:1

**Final Year Results:**

* Evidence- 68%
* Comparative Disability Law – 65%
* Jurisprudence – 60%
* Equity – 60%
* Land Law – 61%
* International Protection of Human Rights – 66%
* Criminology 64%
* Alternative Dispute Resolution – 64%
* Essay – 60%

**WORK EXPERIENCE**

* **August 2019- March 2020 - Barista – Anfora Bistro Café, Co. Galway.**
* Training new staff members
* Taking / serving orders
* Interacting with customers
* Opening and closing the café
* Working in this busy café with an abundance of experience allowed me to settle in well and take on more responsibility by training in the new employees.
* **May 2017- April 2019 – Bartender / Waiter – The Brandywell Bar and Restaurant, Co. Leitrim.**
* Tending bar and serving food
* Training new employees
* Opening and closing the bar
* Working in a busy pub allowed me to work under high pressure, often without supervision. I was trusted to run the bar alone and organise the restaurant for the following day.
* **May 2016- May 2017- Kitchen Porter/ Bartender – Beirnes Bar and Restaurant, Co. Leitrim.**
* Organising/ Cleaning Kitchen
* Preparing food with head chef
* On occasion, tend bar in the nightclub / bar
* In charge of gardening duties
* This was my first opportunity to work as part of a real team. I believe this job helped me develop crucial communication skills which I have since developed over time.

**September 2015 – May 2016 – Office Assistant – Generali Insurance, Co. Meath.**

* Transition Year work experience
* Filing and photocopying for various employees
* Aiding with the arrival of new stock.
* I essentially shadowed various employees over the course of my work experience. I believe I learned a lot about how an office functions and worked well under the high pressure of expectation.

**SKILLS PROFILE**

**Adaptability:** I believe I can adapt well to various situations. As already noted, I have worked in many different establishments, each with their own obstacles and challenges. The range of jobs I have undertaken is a prime example of my ability to adapt to different workplace situations.

**Leadership:** As I have already outlined, it has often been my responsibility to train in the new employees. My employers have trusted me to do this efficiently. I believe this is a prime example of my skills as a leader.

**Teamwork/Communication:** As well as working alone, I also have strong teamwork skills. Having worked in bars, restaurants and kitchens, I have hugely developed my communication and teamwork skills. I pride myself in these skills as I have been utilising them for many years.

**Problem solving:** I believe I have strong problem-solving skills. Working in the service industry often poses challenges and it has been my responsibility to find solutions from issues ranging from customer complaints to the kitchen

Do not lie. You will be asked.

**ACHIEVEMENTS**

* I have a keen interest in writing and have won national writing / short story competitions in my early teenage years.
* CPR Training
* Represented my school in Lourdes, France by helping and tending to the elderly.
* I have four Connaught basketball gold medals which I won with my school.
* I captained my club GAA team for 5 years.

**INTERESTS/HOBBIES**

* I have a keen interest in sports, with basketball and football primarily being my focus.
* I have been playing the guitar for 10 years.
* I also have a very keen interest in reading.

***References available upon request***