**Curriculum Vitae**

**Matthew McGarry**

**7, St Brigids Villas, Trim, Co. Meath**

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**PERSONAL PROFILE**

An ambitious penultimate year law student with strong academic ability and results. Developed great critical thinking and demonstrated a natural aptitude for writing throughout time in university. Amiable and reliable personality displayed during various work experiences in the retail industry and time spent volunteering at Irish Soup Kitchens. Keen to secure an internship at a law firm or otherwise within the legal industry.

**EDUCATION**

**Bachelor of Laws 2017 – Present**

Maynooth University – on track to receive a 2.1.

**QQI Award Certificate in Community Health Services (5M4468) 2016 - 2017**

Ballsbridge College of Further Education – graduated with distinction.

**Leaving Certificate 2016**

Boyne Community School, Trim.

**WORK EXPERIENCE**

**Irish Soup Kitchens, Navan, Co. Meath 2017**

Tasks:

* Serving the homeless and dealing with any requests.
* Organising food supplies and the rationing of items.
* Working as part of a team in a sensitive environment.

**Daniel J Reilly & Co. Solicitors, Trim, Co. Meath 2017**

Tasks:

* Communicating in a formal legal environment.
* Thinking analytically and critically about questions and problems.
* Keeping a punctual schedule.

**Tesco Extra, Maynooth 2017-2018**

Tasks:

* Working as a sales assistant on the tills.
* Aiding customers during the busy festive period.
* Working and co-operating with fellow staff.

**Flying Tiger, Nassau Street, Dublin 2 2018**

Tasks:

* Working as part of a team in a busy retail environment.
* Dealing with deliveries and stock management.
* Assisting customers on the shop floor and working behind the tills.

**Rev.com 2019 - Present**

Tasks:

* Freelance transcriptionist for global clients and companies.
* Attention to detail and high standard word processing expected.
* Ability to work to a strict deadline and personal discipline required.

**SKILLS**

* Excellent organisation & time management skills gained throughout college and various work experience.
* Strong communication and teamworking skills acquired during years spent participating in sports and working on group projects in college.
* Quick learner willing to ask basic questions and follow instructions as given.
* Amiable personality.

**INTERESTS & HOBBIES**

* Sport – Avid sports fan. Played Gaelic football and soccer throughout school years.
* Reading – I have a keen interest in current affairs, and I enjoy reading books in my spare time.
* Travelling and photography – I enjoy travelling and photographing the places I visit. I have amassed more than 19,000 followers on an Instagram page I dedicated to travel photography.

***References available on request***