**Mellissa melvin**

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Castlerea

Co. Roscommon

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| **Profile** |
|  | Highly ambitious LLB student in the National University of Ireland Galway with excellent communication skills. Proven ability to solve complex problems, complete tasks promptly on own initiative and work well as part of a team. One-year work experience in a law firm in New York mainly focusing on employment matters such as wrongful termination, contract terms and discrimination. Ability to deliver an excellent service to clients and exceed expectations by having a keen eye for detail and a proactive attitude towards every case. |
| **Experience** |
|  | **Sept 2015 – Sept 2016.****Law Offices of James G. McCarney – New York, New York*****Litigation Paralegal**** Communicating daily with clients, opposing counsel and court personnel regarding strategy, case issues, scheduling and case files
* Drafting legal documents, such as Affidavits/Affirmations, Memorandum of Law, Document requests, responses and Motion Papers, doing both electronic and physical court filings
* Assisting Attorneys at various court proceeding, including summary judgement hearings, motion hearings and Second Circuit hearings, conferences and depositions
* Conducting case research and assisting with case development in employment matters, personal injury claims and trust and estate matters.
* Both reviewing and preparing large volumes of document production

**April 2012 – Sept 2015, Sept 2016 - Pres****Melvin Auto Parts - Ballaghaderreen, Co. Roscommon*****Administrator and Store Assistant**** Payroll duties and used Sage One Payroll System
* Processed accounts receivable and payable for customers and suppliers
* General Administration duties
* Dealt with incoming invoices, deliveries and stock management. Used MAM software
* Delivered high quality customer service
* Liaised with suppliers and customers regarding orders and accounts.

**June - Sept 2015** **Lidl - Castlerea, Co. Roscommon*****Store Assistant**** Worked at a till and at the Bakery
* Dealt with customers daily

**May 2015****Berwick Solicitors - Galway*****Work Experience**** Worked with partners on medical negligence claims. Sat in on client meetings and was given a report to draft.

**May - Sept 2014** **Harmac Medical Products Inc. -Castlerea, Co. Roscommon*****Production line**** Assembled product’s
* Worked at a fast pace as part of a team
* Used different equipment on the production line
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|  | **Summer 2012 - 2013****Devine’s Fireside Lounge Roscommon*****Bartender***Bartending, worked a till and dealt with customers. |

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| **Education** |
|  | 1. **2016-2017 - LLB degree in the National University of Ireland Galway. Expected result 2.1**

Modules Studying: Family law, Criminology, Labour law, Public International Law, Media Law and Policy and Consumer Law and Policy1. **2012-2015 - Honours Bachelor of Arts degree in the National University of Ireland Galway, major in Legal Studies and Geography. Obtained 2.2**
2. **2012 St. Nathy’s Ballaghaderreen, Co. Roscommon, Leaving Cert. 385points**

**SKILLS***Communication:* Excellent written and oral communication skills developed through researching and writing papers and delivering numerous presentations  throughout degree program and work experience. *Problem Solving*: Proven ability to solve problems by using a tactful and systematic approach  to research and always on the lookout for new ideas and solutions.*Research:* Completed numerous projects throughout my Bachelor Arts degree using  different research skills for different subjects. Quickly adapting new research skills to familiarise with the US Legal system.*Teamwork:* Developed the ability to work efficiently and effectively as part of a team to complete tasks, gained the ability to prioritise tasks and meet strict deadlines  as part of a group through college work and work experience.**INTERESTS & ACHIEVEMENTS*** Gaelic Football with Eire Og girls up to minor level
* Irish dancing with the Fahy School of dancing
* Travelling extensively throughout the past few years, adapting to new cultures
* Volunteering for fundraising campaigns on behalf of the Shalom Centre for Conflict Resolution
* Received ALIVE Certificate for volunteering in primary schools in Galway City

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| **REFERENCES** |

Available on request |
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