PERSONAL DETAILS

Name: Michael J. Heslin
DOB: 14/11/1991
Address: 48 Larkfield Avenue, Kimmage, Dublin D6W KT28
Mobile Tel.:   085 1578097
Email: **michaelheslin@hotmail.com**
Nationality: Irish

EDUCATION

- Bachelor of Law, (II₁ Honours): Dublin Business School 2018
- Passed all eight of the Law Society of Ireland's FE-1 examinations in October 2019
- Leaving Certificate 2010

Legal Work Experience:

Law Clerk/Archives Assistant

LK Shields Solicitors, Upper Mount Street Dublin 2: June 2017 - November 2019

Duties & Responsibilities

- Attending Court Offices: filing, managing, and retrieving numerous and varied legal Motions, Affidavits, Judgments and requests for information

- Liaising with Solicitors, Barristers, Court Registrars and Court office staff including the Probate, Examiners, Accountants of the Courts of Justice, Appeal and Supreme Court offices, the Circuit and District Court Licensing Office, the Property Registration Authority and the Companies Registration office

- Retrieval and archiving of important legal documents

- Maintaining records to ensure the integrity of the Company's filing and archiving system

- Ensuring the completion of tasks in circumstances without precedent. This required one to be adaptable, creative, resourceful, assertive and consistent

- Networking and fostering working relationships with fellow Law clerks and court staff and being able to seek advice from peers and mentors when presented with new problems

- Multitasking and organisational skills development

Other Work Experience:

Supervisor/Guitar and Piano specialist

Walton's Music, South Great George's Street, Dublin 2: September 2009-June 2017

Duties & Responsibilities

- Opening and closing the store, managing bank lodgements, daily cash sheets and end of day procedures

- Providing customer service for a high-volume city centre music shop

- Work experience coordinator and supervisor, managing internships and contracts with second and third level educational institutions both domestic and foreign

_____

- Training new staff and responsible for ongoing staff training

- Arranging deliveries between two large retail stores, a wholesale department and customers

- Working closely with suppliers and customers in procuring specialist items and customised orders

Replanning Team member:

Michael's Arts and Crafts Store John Street, Toronto, Canada: December 2019-April 2020

Duties & Responsibilities

- Assembly of Drive Aisles and retail displays.

- Assisting customer queries offering solutions and product information.

- Ensuring safety checks are completed in accordance with provincial legislation and that the store is safe for customers.

- Loading and unloading freight and ensuring the store is fully stocked and prepared for customer requirements.

Retail Assistant Spar, Merrion Row, Dublin 2: January 2007-September 2009

Duties & Responsibilities

- Maintaining hygiene standards of an award-winning store.

- Customer Service.

- Merchandising and rotating stock.

- Managing the logistics of stock room and stock.

SKILLS and COMPETENCIES

- Highly organised and capable of managing high workloads in time-sensitive situations

- Excellent communication and team working skills gained through extensive experience working in retail, professional and academic environments
- Excellent interpersonal skills and ability to work well with others
- Proficient with Microsoft Word, Excel, Outlook, Sage, I manage and 3E Software programs.

INTERESTS

Music
I have several residencies in venues and bars around Dublin City where I perform on a weekly basis.
Have performed at music festivals such as Electric Picnic, Knockanstockan, Dublin Rhythm Roots and Brass festival, Canalaphonic and Other Voices. Performed with international Artists while touring in Ireland. Organised several events in venues across the country, which included promotion, logistics and negotiating contracts.

My other interests include Boxing, Cycling, Running, Literature, Economics and Philosophy.

References available upon request