

Monika Aleksandra Szczotka

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Profile

Final year dedicated DCU law student determined to accomplish a first-class honours. Looking for an opportunity to apply extensive knowledge and skills gained through consistent involvement in university societies, volunteering and working in diverse sectors for the past couple of years with particular interest in Corporate Law.

Education

◆ **2019 – 2022, Bachelor of Civil Law, Dublin City University, Dublin**

Second year overall result: **Upper Second-Class Honours (2:1)**

Company Law (70%) Advanced Company Law (65%) Moot Court (65%) Healthcare Law and Society (65%)

First year overall result: **Upper Second-Class Honours (2:1)**

Critical Approaches to Law (70%) Applied Law of Torts (67%) Foundations of Law and Legal Research (66%)

◆ **2017 – 2018, QQI Level 5 Certificate with Distinction in Business & Legal Studies, Rathmines College, Dublin**

◆ **2016 – 2017, A- Levels, Bedford Sixth Form (Law, Economics, Sociology, Applied Maths)**

Work Experience

◆ **September 2021 – Present, Campus Ambassador, Deloitte, Dublin**

◆ **June 2021 – August 2021, Corporate Tax Intern, Deloitte, Dublin**

Prepared tax returns and tax compliance, assisted with tax and legal research, compared and modified financial statements

◆ **May 2021 - Arthur Cox Accelerate Programme 2021**

◆ **May 2021 - A&L Goodbody May LawStart Day Programme 2021**

◆ **November 2020 – December 2020, Sales Assistant, Penneys, Dublin**

Exceptional customer service, worked in a team during busy periods, completed a minimum of 100 customer transactions daily

◆ **September 2020 – October 2020, Warehouse Operative, B&M Distribution Centre, Bedford**

Exceeded day to day pick & pack target of 650, operated a forklift truck, accurately assembled deliveries using voice picking system

◆ **December 2019 – February 2020, Bar Staff, Captain Americas, Dublin**

Co-operated with colleagues to maximise efficiency, prepared beverages, skilfully promoted items on the menu to assure maximum customer satisfaction

◆ **July 2018 – January 2020, Crew Member, Burger King, Dublin**

Arranged all food orders within a 2–3-minute time frame, emphatically handled guest concerns, proceeded customer payments

◆ **September 2018 – November 2018, Sales Assistant, Skechers, Dublin**

Surpassed daily sale targets, followed correct product placement, shared merchandise knowledge while making personal recommendations to suit the customer needs

◆ **November 2017 – July 2018, Crew Member, McDonald's, Dublin**

Operated the till without shortages, assisted with maintaining the cleanliness standards, sustained excellent customer service during high volume, fast paced environment

◆ **June 2017 – July 2017, Assistant Team Leader, National Citizen Service, Bedford**

Contributed with the coordination of a team, guided team discussions and tasks, took an active role to support the team to create meaningful and successful charity project

Language & Technical Skills

- ◆ Native in **Polish**. Conversant in **Spanish**. Learning **German**.
- ◆ Adept in **Microsoft Office**. Knowledge in **Adobe** and **Photoshop**.

Volunteering

- ◆ **2015 – Present, Counselling Volunteer, 7 Cups Online Platform**
Providing support to people experiencing emotional distress by interaction via anonymous chat
- ◆ **2021, Volunteer, Womens Aid**
Participated in the “Walk 80Km Challenge” in July to raise money for women in need
- ◆ **2019, Bailiff, DCU Criminal Mock Trial Competition**
- ◆ **2019, Bailiff, DCU National Moot Court Competition**
Timekeeping, organised documentation, arranged teams
- ◆ **2016, Volunteer, Autism Bedfordshire**
Ran a charity stall, engaged attendees, handled donations

Extra-Curricular Activities

- ◆ **Food Society Treasurer & Co-founder 2020/21**
- ◆ **Law Society Committee Member 2019/20**
- ◆ **Free Legal Advice Centre (FLAC) – DCU Panel Member 2019**
- ◆ Member of: Law, Free Legal Advice Centre (FLAC), European Law Students’ Association (ELSA), Tennis, Volleyball and Food society.

Achievements

- ◆ Certificate of recognition, DCU Free Legal Advice Centre 2019/2020
- ◆ Cardio-Pulmonary Resuscitation (CPR) certified 2019
- ◆ Raised over £800 for care home specialising in Alzheimer’s
- ◆ National Citizen Service team award 2017
- ◆ Medal in volleyball for best team player – sports day 2016

Personal Interests

- ◆ **Travel & Photography:** A desire to experience new cultures and environments. The curiosity permits to step outside the comfort zone and learn about the issues the countries may face.

References Available Upon Request