**Nadine Fitzpatrick**

# Lucan, Co. Dublin.

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# Personal Profile

• Motivated final year undergraduate with teamwork experience and public speaking skills.

• Possesses leadership experience and commercial awareness.

# • Strong customer service capability and a pleasant nature, capable of handling and resolving issues using tact and diplomacy.

# • Familiarity with business and legal environments, and exposure to front-facing roles.

# • Seeking a legal traineeship beginning in 2022.

**Education**

**Trinity College Dublin,** Dublin 1. 2017- 2021. LL.B. Candidate (Law and Business). 1.1.

**Lucan Community College,** Co. Dublin. 2005 – 2011. Higher Level Leaving Cert. 490 points.

**Work History**

**Legal Intern, Matheson, Remote.** June 2020.

• Completed tasks on Tax, Litigation, and Insolvency, facilitated by Inside Sherpa and Zoom.

• Participated in a group research project on the impact of technology on the legal sector.

**Sales Representative, WH Smith, Arnotts, Dublin 1.** Nov 2017 – Present.

• Responsible for customer service, administration, and cashier duties.

**Intern, Mercy Law Resource Centre, 25 Cork Street, Dublin 8.** June 2019.

• Main duties including casework, legal research, letter drafting, answering phone queries, note-taking at free legal advice clinics, and attending conferences as a representative of the centre.

**Temporary Administrative Assistant, REED Specialist Recruitment LTD.**July 2017 – Dec 2019.

• Reception and clerical duties in various corporate offices and not for profit organisations including Verizon, Knight Frank Real Estate, L’Oréal, and Focus Ireland.

• Administration duties including scheduling meetings using Acquaint and Microsoft Office, answering phone and email queries, filing invoices, placing stationary stock orders, and ordering taxis.

**Sales Assistant, River Island Liffey Valley, Clondalkin, Dublin 22.** Dec 2012 – June 2016.

• Head cashier in a team of four, offering customer service and adhering to sales targets.

**Extra-Curricular Activities**

• Committee member of the Trinity Free Legal Advice Centre. Positions held: Senior Freshman Representative 2018-19, Secretary 2019-20, Clinic’s Officer 2020-21.

• Published in Trinity FLAC’s 50th Anniversary Research Project: Public Interest Law in Ireland, 2019.

• Editor, The Eagle Law Gazette and The University Times 2017-19.

• Participated in various fundraisers: Trinity FLAC Sleepout 2018 in aid of the Peter McVerry Trust, DU Law Society Law Day 2019 in aid of Women’s Aid, TCDSU RAG Week Quiz 2019.

**Achievements**

• Awarded a First-Class Book Prize from the School of Law, Trinity College Dublin, in October 2020.

• Completed the VHI Women’s Mini Marathon in 2018 in aid of Focus Ireland and in 2019 in aid of Cystic Fibrosis Ireland.

**REFEREES AVAILABLE UPON REQUEST**

I would like to thank you for reading my Curriculum Vitae.