**Nadine Khalifa**

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**Objective**

Knowledgeable and dedicated Law student seeking an opportunity to gain experience with a Law firm. Hardworking with excellent attendance and punctuality records. Keen to take on new challenges and work very well under pressure in a fast-moving working environment. Eagerly seeking a challenge that will allow me to use my legal skills and knowledge that can lead to both professional and personal opportunities for growth.

**Summary of Qualification & Education**

* 1. **Dublin City University: BCL (Law and Society):**
* Modules included: Criminal Law, European Union Law, Property Law, Family Law, Company Law, Constitutional Law, Contract Law, Tort Law, and Law and Legal Research.
* Voted as Law Class Representative for 2015-2016.
* Volunteered at the Criminal Mock Trial Competition for DCU’s first time mooters.
* Member of the Law Society and Flac Society since 2015.

**2010-2015 St. Michael’s Loreto Secondary School**

**Professional Experience**

**Oasis Retail Store: April 2017 – Present**

Duties including:

* Assisting customers with any problems that they may have.
* Researching about the company and new items that come in to enable a better understanding of what the company is about.
* Maintaining knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* Working alongside a team of staff.

**Hollister: April 2017 – July 2017**

Duties included:

* Greeting customers and ascertaining what each customer wants or needs.
* Solving any problems that arose in the workplace.
* Communicating with customers.
* Dealing with payment transactions for the sale of goods.
* Replenishing stock.

**Key Skills & Proficiencies**

**Computer Skills**

Good knowledge of Microsoft Excel and Microsoft word. Previously undertaken IT courses in secondary school to improve and I am a regular user of email and internet.

**Communication**

Excellent interpersonal and communication skills gained through coursework, employment, and extracurricular activities.

**Organisational**

Time management skills gained through course work projects and prioritising tasks to meet deadlines. Possess the ability to adapt to changing priorities and to thrive in a fast pace working environment.

**Personal Achievements**

* Voted as class representative in my BCL (Law and Society) first year class; 2015-2016.
* Received a certificate of excellence from the National Welfare Educational Board in record of outstanding school performance.
* Appointed as Treasurer for the DCU Gospel Society for 2016-2017.
* Awarded Employee of the Day/Weekend numerous times in my current workplace, Oasis, for my work ethic and problem-solving.
* Awarded 2nd place in the national choir competition in the Dublin Convention Centre for 2012.
* Achieved a provisional driver’s license through passing first time round.

**interest and involvements**

**Debating:** Keen interest in debating and public speaking.

**Reading:** Interested in reading and keeping up with current affairs and legislation.

**Volunteering:** Enjoy volunteering and participating as much as possible to develop my personal growth and give something back to the community or make a difference to the people around me. Volunteered to help for a criminal mock trial, the Irish Soup Kitchens and the Meals on Wheels coffee shop.

**Travelling:** Travelled throughout the world over the years. Passionate for travelling as it helps me adapt, observe, and keep an open mind to different people and situations as well as new cultures altogether.

**Active gym member:** Passionate for spending time in the gym on a weekly basis to keep fit and stay focused.

**References.**

Available Upon Request.