

NATALIE KELLY

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Summary

Skills:

- Quick learner, keen to learn and improve skills.
- Excellent organisational skills, with attention to detail.
- Remarkable punctuality and time-keeping.
- Ability to work well under pressure.
- Strong written and verbal communication skills.
- Easily self-motivated, with the ability to take initiative.
- Strong customer service skills.
- Teamwork skills but can work on my own.

Relevant Experience

Intern at O`Hanrahan Lally D`Alton Solicitors, 77 Talbot St., Dublin 1.

5th June – 27th July 2018

Responsibilities:

- Assisted solicitors and partners in office.
- Attended the Four Courts daily to stamp, lodge and collect documents in all court offices and the Property Registration Authority.
- Communicated with clients and barristers before trials or during settlement negotiations.
- Aided in the orientation of a foreign intern.
- Correlated documents for medical discoveries and made relevant phone calls.
- Reviewed old files to assist in creating a database for the firm`s Closed File Directory.

Other Experience

Part-Time Sales Consultant in Next Retail Ltd., Liffey Valley Shopping Centre, Dublin 22.

22nd October 2018 – Current date

Responsibilities:

- Maintaining a high level of customer service and ensure customers are satisfied.
- Processing payments, web orders and returns in both areas.
- Providing customers with information regarding pricing and product availability.
- Answering queries from customers and handling customer complaints.
- Involved in stock control.
- Ensuring size availability is displayed on the shop floor when available.

Part-Time Sales Assistant in River Island, The Marshes, Dundalk, Co. Louth.

15th June 2017 – 14th October 2018

Responsibilities:

- Similar to those in Next Retail Ltd.

Part-Time Kitchen Porter at the Greenmount Restaurant, Dundalk, Co. Louth.

3rd July – 28th August 2016

Responsibilities

- Worked in a fast-paced environment.
- Carried out additional duties outside of general job description.
- Assisted with the smooth running of the kitchen production areas.

Part-Time Sales Assistant in Luke Murphy Pharmacy, Crossmaglen, Newry, Co. Down.

8th December 2014 – 4th March 2016

Responsibilities:

- Assisted licensed pharmacists with selling and preparing medication to patients.
- Communicated with customers to understand the best product for their needs.
- Reviewed and interpreted pharmacists' orders.
- Dispensed medications by compounding, packaging and labelling pharmaceuticals.

Education

College Education - Maynooth University.

- 1st year Arts: Studied Double Law, Greek and Roman Civilisation and Business Management.
- 2nd year and 3rd year studying L.L.B – Average to date year end 2017/2018: 59.3% (2.2)

Secondary Education - St. Louis Secondary School, Castletown Rd, Dundalk, Co. Louth.

Primary Education - Scoil Phadraig Naofa, Kilcurry, Dundalk, Co Louth.

Achievements

- Developed a new intern orientation guide call “How to clerk in the Four Courts” for O`Hanrahan Lally D`Alton Solicitors.
- Full Irish License of 2 years.

Interests

- Reading. Particularly fantasy, dystopian and young adult novels.
- Keep up to date with current events happening in the world, both nationally and globally.

References

Academic

Name: Dr. Edana Richardson

Position: Lecturer at Maynooth University Law Department

Contact details: (01) 474 7275 or Edana.Richardson@mu.ie

Company/ Organisation

Name: Mr. Garrett Lally

Position: Managing Partner at O`Hanrahan Lally D`Alton Solicitors

Contact details: 01 8555162 or Garret@olh.ie