**Niamh McCole**

**Termon, Dungloe, Co. Donegal**

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**PROFILE**

A recent Law with Criminal Justice graduate with a 2:1 honours degree from Letterkenny Institute of Technology, looking to utilise current legal skills and knowledge of the law. Job ethics include self-motivation and commitment to all work issued. The career goal is to assume responsibility and actively contribute to the overall success of any business I work for.

**CAREER HISTORY**

**Food Prep/Waitress – Ionad an Mhachaire, Maghery, Dungloe ( June 2012 - August 2017)**

**Caprinis, Dungloe (Dec 2018 – May 2019)**

Working in a high pressure and fast paced environment interacting with customers. Increase profit margin by implementing effective customer satisfaction strategies to solidify customer retention. Trained and oversaw new employees into the roles in which they were employed for. Monitored product shortages and ensuring efficient service usage. Motivated to improve consistently and completed a safe food pass exam with a distinction.

**Voluntary Secretary/Paralegal – McMorrow & McLaughlin Solicitors, Bundoran (July 2019 - )**

Communicating information between client and solicitor via telephone and email. Researching various documents for files and continuously maintaining client confidentiality. Providing helpful and reassuring aid to each client, upholding the firm’s reputation. Concentrated work in the areas of conveyancing and personal injuries, drafting essential documents and sending letters to the various parties involved.

(Absence of Employment; August 2017 – December 2018. Due to personal circumstances.)

**ACHIEVEMENTS:**

Participation in Street Law, recognized by the Law Society of Ireland. Delivered educational seminars to local Transition Year students. Expansion of creativity and verbal communication skills. Guided and illustrated each lesson to guarantee learners understood each task. Invented creative lesson plans to implement and reflect.

Founding member of the Letterkenny Institute of Technology Free Legal Aid Centre (F.L.A.C) Society 2017/2018. Expansion of knowledge on various areas of the law, whilst attempting to resolve issues that others have under supervision of a qualified solicitor. Informed students with the relevant information required.

Awarded medal of performance and contribution in a Human Rights Moot Court. Prepared and managed the group, organized documents and critiqued faults that were evident in the opposition’s case.

**EDUCATION & TRAINING**

Leaving Certificate June 2015

Rosses Community School

BA in Law with Criminal Justice – Merit, Grade 1 12/06/2018

Letterkenny Institute of Technology

BA (Hons) in Law with Criminal Justice – Second Class Honours, Grade 1 12/06/2019

Letterkenny Institute of Technology

**I.T SKILLS & LANGUAGES**

* Completed and passed an IT Skills module which included, Microsoft Word, PowerPoint, Excel and Lexis Nexis.
* Fluent English with an understanding of the basics of Irish and French.

**INTERESTS**

* Keen interest in keeping up to date with cases in the Courts through local and national press.
* Volunteer and member at local Dungloe Boxing Club – Helping young people improve on their fitness and boxing skills three nights per week.
* Successful Double All-Ireland Boxing Champion 2009/2011 and All-Ireland Third Level Boxing Champion 2018.
* Accomplished All-Ireland Champion with Maghery Fife and Drum Marching Band – Two Junior and Three Senior Titles.

**REFERENCES**

Provided on request.