**Nicola Flannelly**

102 Frenchpark, Oranmore, Galway

Mobile: 086 2164423

Email: nicola.flannelly@outlook.com Linkedin: linkedin.com/in/nicola-flannelly-82027915b/

**Professional Statement**

Hard-working and diligent Fe1 candidate, working full time as an administrative assistant. Master of Law graduate in International and Comparative Business Law in NUIG and graduate of DCU with a BA in Economics, Politics and Law.

**Education**

**2020-present: FE1 Examinations, Law Society of Ireland**

Passed 6 FE1 examinations- Company Law, Contract Law, Constitutional Law, Criminal Law, Tort Law and Property Law. 2 FE1s outstanding- Equity Law and EU Law

**2019 – 2020: National University Ireland Galway**

**LLM International and Comparative Business Law 2:1**

EU Competition Law, Legal Skills: Commercial Practice, Advocacy and Dispute Resolution, Advanced Legal Research Skills and Methods, Internet Regulation: International Trends and Topical Issues, Advanced Intellectual Property Law and Development, Commercial Law in Context

**2016 – 2019: Dublin City University**

**BA (Hons) Economics, Politics and Law 2:1**

Law Modules included:

Administrative Law (68%), Tort Law (67%) & Advanced Tort Law (68%), Company Law (72%) & Advanced Company Law (67%), Property Law (50%) & Advanced Property Law (74%), Employment Law (64%), Jurisprudence (62%), Equity and Trusts (62%), Contract Law (63%), European Union Law (53%), Advanced European Union Law (61%), Criminal Law (42%), Legal Research and Methods (62%), The Irish Legal System (47%), Constitutional Law (64%)

**Relevant Experience**

**2017-2019 FLAC Member DCU**

* Treasurer of FLAC for academic year 2018-2019.
* Provided legal advice to clients both students and the general public on a monthly basis through our FLAC clinics.
* Organised legal events and information seminars throughout the academic year.

**Work Experience**

**July 2020- Present: Administrative Assistant, TRK Holdings, Galway**

* Analyse chargeback trends and prevent fraudulent orders.
* Issue refunds in accordance with company procedure.
* Communicate with the management team about tasks to be completed.
* General administrative duties and updating the website.

**September 2019- July 2020: Sales Assistant, Supervalu, Claregalway**

* Stock take management and ordering items.
* Operating tills at the checkouts and assisting staff with refunds.
* Checking till balances and closing tills at end of shift.

**June 2019- September 2019: Clerical Officer, Department of Employment Affairs and Social Protection, Sligo**

* Advised clients on their pensions and helping to understand any correspondences from DEASP.
* Following GDPR guidelines with sensitive information and communicating in a professional manner.
* Calculation of allowances available to clients and advising on the application process.

**April 2017- September 2018: Retail Assistant, Penneys, Ballina**

* Working as part of a team.
* Manage the customer services desk following company procedure.
* Completed refunds and exchanges following Penneys Policy.
* Liaising with management.

**April 2014 – August 2016: Food and Beverage Assistant, Diamond Coast Hotel, Enniscrone**

* Communication with management.
* Setting up room for weddings and events.
* Assisting guests with dietary requirements.

**August 2012- April 2014: Waitress, Maple Moose, Enniscrone**

* Taking orders and serving food to customers.
* Making different items on the menu.
* Working as part of a team.

**Key Skills**

Interpersonal: -Ability to build strong workplace relationships with management and colleagues.

- Work well as part of a team, good rapport with colleagues.

Communication: - Experienced working with the general public.

- Can take instruction well and can communicate effectively to get the job done.

- Clear and precise in my communication with others.

Problem Solving: - Resourceful, energetic and innovative.

- Result driven, enjoy a challenge.

- Ability to prioritise important tasks and ability to work to a deadline.

Flexible: - Adjust easily to new work environment and new tasks.

- Hunger to learn new skills.

- Versatile, adaptable and multi-skilled.

Computer Skills: - ECDL certified.

- Proficient skills with Microsoft Office, including Word, Excel and PowerPoint.

**Additional Achievements**

* Campaigner for DCU Access Telethon, where we raised over €80,000 for the DCU Access programme.
* Full licenced driver.
* Member CIArb.
* Bronze Gaisce award 2015.
* Elected treasurer of DCU FLAC for the year 2018-2019.
* National Executive for Comhairle na nOg 2011-2012.

**References**

Available upon request.