

Curriculum Vitae

Nicola Glazer

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- 2.1 honours achieved in Bachelor of Business (Honours) Law and Taxation and 2.1 honours achieved in Masters of Laws.
- Awarded a scholarship from School of Law in University of Limerick 2020/2021.
- Fluent in the Polish language written and spoken

Education

2020 - 2021 **Masters of Laws (General)**

University of Limerick – 2:1 Honours Grade Achieved

Modules include: <https://www.ul.ie/gps/course/law-general-llm>

2016 - 2020 **Bachelor of Business (Honours) Law and Taxation**

Limerick Institute of Technology, Limerick – 2:1 Honours Grade Achieved

Modules included: <https://lit.ie/courses/lc223>

Relevant Work Experience

April 2022 – Present **Legal PA** **Pinsent Masons LLP**

- Supporting Partners and other senior professionals.
- Managing the teams calendar and diary.
- Booking travel, meeting and accommodation.
- Organising events.
- Being the first point of contact for clients, internal staff and other PAs.
- Monitoring and responding to email and telephone enquiries.
- Establishing and maintaining client relationships.
- Drafting correspondence, legal documentation and forms.
- Oversight of budgets and accounts.
- Attending court.
- Take notes during confidential client meetings
- General secretarial and administrative tasks.

Aug 2021 – April 2022 **Receptionist/Legal Executive** **Joynt & Crawford LLP**

- Managing correspondence and responding to clients' enquiries in person, via email, or by telephone.
- Preparing, typing, and filing legal documents, such as wills and contracts
- Organising diaries, scheduling appointments, and arranging meetings.
- Other general administration duties.

Other Work Experience

Jan 2018 – Mar 2020 Bartender Smyths Bar Club Icon, Limerick

- Provided a positive and friendly guest experience by interacting with customers, taking beverage orders and serving drinks as requested, paying extreme attention to detail
- Assessed customer preferences and made drink recommendations
- Stocktake using a computer with an excel sheet determined what drinks need to be added to each bar
- Worked closely with training new staff, showed how to set up a bar
- Operated till work such as drink selection and then count up of tills and card machines at the end and start of every night
- Signed sheets for insurance issues every night
- Dealt with customers and workers issues when a problem occurred

Jan 2019 – Nov 2019 Hospitality Assistant University Hospital Limerick

- Prepared all hospitality food and beverage requests offered to customers
- Assisted with the ordering and deliveries as required
- Worked with the training of new employees
- Supervised banquets and other large-scale functions
- Completed periodically online training to upskill and improve my knowledge and stay up-to-date on products and procedures
- Attended weekly staff meetings and reviewed targets

Skills

- I am proficient in the use of all MS Office applications, internet and databases
- I have a good working knowledge of ROS online
- Excellent interpersonal and communication skills
- Strong numerical, organisational and analytical skills
- Fantastic sense of humour and outgoing
- Strong leadership and team management skills

Interests and Achievements

- Received a scholarship from Grant Thornton Ireland 2016-2020
- 3rd place in Irish Tax Institute 'Fantasy Budget' Competition 2018
- Member of Services Industrial Professional and Technical Union (SIPTU)
- President's Volunteer Award (PVA)- Gold and COVID-19 Award at University of Limerick
- Completed First Aid Response – Pre-Hospital Emergency Care Council Course
- Completed a Mental Health Awareness Course with Pinsent Masons Academy – Mental Health Champion
- Full driving licence

References available on request