**Name: Nicole Harney**

**Address:** 75, Dalysfort Road,

 Salthill,

 Galway.

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**Profile**

A motivated and results-oriented Law and Commerce graduate with diverse experience in a variety of disciplines including law, business, management and customer service. A conscientious, people focused, individual who is very adaptable to new working environments with a proven ability to lead a successful team.

**Core Competencies**

* Accuracy.
* Dedication.
* Patience.
* Superior communication skills.
* Well developed organisational and time management skills.
* Personable and work well with all types of personalities.
* Loyal, driven, honest, and committed to excellence.
* Leadership and team work/building skills.

**Education**

**School: Salerno Jesus and Mary Secondary School, Threadneedle Road, Galway.**

**Result:**  460 CAO points**.**

**University: National University of Ireland, Galway, Newcastle Road, Galway.**

**Course:** Bachelor of Commerce (HRM stream).

 **Result: Second class honours degree, grade 1.**

**College: Dublin Institute of Technology, Aungier Street, Dublin 2.**

**Course:** Postgraduate Diploma in Law.

**Result: Second class honours degree, grade 1.**

**FE1’s:**  To date I have completed five FE1’s.

**Training & Development**

* Speech and Drama distinction in 6 grades.
* Piano distinction in 5 grades.
* Diploma in CPR.
* Full clean drivers licence.

**Work Experience**

**12/09/2016-Present: Eversheds Solicitors, One Earlsfort Terrace, Earlsfort Centre, Dublin 2** Worked as ***Intern***

*Responsibilities:*

* Drafting legal documents such as Civil Bills and Grounding Affidavits.
* Dealing with client queries
* Liasing with counsel and other solicitors in relation to client queries
* Drafting letters
* Arranging for service of documents
* Preparing booklets for Court

**August 2015-09/09/2016: Berwick Solicitors, 16 Eyre Square, Galway** Worked as ***Legal Inter***

*Responsibilities:*

* Pre- trial preparation of cases
* Working closely with solicitors on cases
* Everyday use of case management system
* Drafting litigation documents
* Drafting Court documents
* Drafting Workplace Relation Commission documents
* Preparing Injuries Board documents
* Attending Court to stamp and file documents
* Liasing with clients, solicitors and Counsel
* Preparing briefs
* Conducting Licensing searchs
* Case Law research
* General office administration

**October 2014-August 2015: Premier Answering Services Granary Suites, Dominick Street Lower, Galway**

*Responsibilities:*

* Answering calls as secretary for a variety of different businesses
* Diary management for businessses
* Admin services
* Event Organising
* Taking messages for a number of different businesses
* Taking appointments via phone, email and fax
* Ensuring a high level of customer service is provided to each client
* Everyday use of excel, Google docs and Microsoft word

**2010- October 2014: Feeney’s Cafe Upper Salthill Road, Salthill, Galway.**

Worked as a ***Manager*** since September 2010.

*Responsibilities*:

* Overseeing the rostering of Cafe staff.
* Managing the catering arrangements for events, meetings, exhibitions and after hours group bookings.
* Managing the day-to-day handling of cash.
* Providing weekly sales and purchasing figures to accounts.
* Providing a high level of customer service to ensure customer satisfaction and smooth running of the Cafe.
* Following health and safety duties as specified in the Cafe’s safety statement.
* Creating staff training and individual plans for Cafe staff with regards to till operation, food handling and HACCP standards.
* Establishing and maintaining good relationships with customers and suppliers.
* Increasing turnover in order to create a viable and self sustaining Cafe.
* Supervising, mentoring and training of all staff.
* Waitressing duties when required.

**2006 Audubon Lodge Guest House, 180 Upper Salthill Road, Salthill, Galway**

Worked as a ***Hospitality Assistant*** full time during the summer months of 2006 and 2007.

*Responsibilities:*

* Meeting and greeting all customers of the guest house and showing them to their rooms.
* Taking bookings via, phone, email and fax.
* Professional maintenance of all bedrooms and reception areas.
* Waitressing duties.
* Customer service.

**Achievements/Interests/Hobbies**

**School:**

* Student of the year 2008.

**Socially:**

* Travelled to America and worked in retail and catering during the summer of 2011 and 2012.
* Irish dancing Connacht medals.

**Hobbies**

**Sport:** Spectators interest in all sports

**Music:** Listen to a wide variety of music and enjoy attending concerts.

**Health & Fitness:** I enjoy taking part in various charity runs throughout Ireland and attending the gym.

**Charity Work:** I have been actively involved in organising fund raising events for The Shalom Center for Conflict Resolution and Reconciliation.

# Skills Profile

**Team working**: Developed through work, education and leisure activities, where I have participated in groups and created a natural rapport with those around me.

**Motivator:** Work on a goal orientated basis.

**Communication**: Excellent verbal and written communication.

**Self Management**: I have acquired the skills to manage time effectively and efficiently through working on projects with specific deadlines. I am also very innovative and work on my own initiative.

**Information Technology**: Advanced knowledge of typewriting, word processing, excel, PowerPoint and case management system.

**References available on request**

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**Nicole Harney**