**Curriculum Vitae**

**Nicole Zahorskyy**

**085-269-0595**

**nicolejulia2001@gmail.com**

**Professional Summary:**

Future lawyer and businesswoman. I am a Law and Business graduate from Maynooth University, I graduated the BCL in Civil Law in 2021. Additionally, I have completed my LLM in University College of Dublin, I am graduating this year. My degree is the LLM International Commercial Law. Additionally, I have begun my FE1s.

I have a passion for Law and Business and aim to pursue and succeed in these two fields aiming to become a qualified lawyer. I am a very hardworking, energetic individual and have developed a mature and responsible approach to any task that I undertake. I consistently approach tasks in a very professional and efficient manner in the workplace and I have proved these skills through my studies in university and working in my previous jobs.

I speak fluent English, Ukrainian, Russian, Spanish, and Polish, as well as this am learning Dutch. I can speak a little bit of French and read in French.

**Some of my Interpersonal Skills:**

Leadership, Management, Organizational, Presentation skills.

Team Leadership, Management, Motivation and Communication skills.

Public Speaking skills, Attention to Detail.

**Work history:**

Doyle & Company Solicitors

Currently working here

I am a full-time legal intern/ assistant. Working here has given me an insight into the legal world, I am constantly learning and have gained some of the most significant professional skills as well as applied the skills I already knew. As well as this working here has taught me a lot about responsibility, in this position my legal tasks would be:

* Giving general advice and explaining the law to clients,
* Managing appointments with clients, planning meetings, and maintaining calendars,
* Answering the shop phone,
* Handling legal research, client billing, legal correspondence,
* Organising legal files and drafting documents,
* Dictation, writing emails, printing letters, and sending letters in the post as well as photocopying mail.

Kennedys Solicitors

January 2022

I had the opportunity to complete a work experience at Kennedys Solicitors. Due to COVID this was a virtual experience programme. This programme allowed me to learn and practice how to complete legal tasks such as:

* Preparing a witness statement which is used in litigation claims,
* Preparing and assisting in a client pitch presentation,
* Leaving a voicemail for a client and,
* Drafting a memorandum on the effect of a “force majeure” clause.

TJJMAXX

September 2019 – January 2020

I worked in TJJMAXX between September 2019-2020, working here allowed me to exercise my skills. I worked on my communication skills, organizational skills, problem solving skills and leadership skills. I was able to work under pressure and work well with my team/staff improving my teamwork skills. I also learnt about commercial awareness. My duties included:

•Worked at the shop till- received and processed payments by cash, gift cards and credit cards.

•Answered the shop phone- helped customers and answered any enquiries they had. Handled minor customers complaints and concerns in a very effective and supportive manner.

•Complied with the established store policies and procedures in a professional and courteous manner.

•Marked items with price codes and flowed new stock onto the shop floor. Also priced and sorted merchandise and ensured products are in their correct location.

•Developed product knowledge and attended training to communicate it to the customers.

•Ensured shop floor was very clean and tidy.

Lucan Barbers

I have also worked as an assistant in Lucan Barbers from 2017-2019. Working here helped me enhance many new skills. My customer service and teamwork skills. My duties included:

* Helping staff and serving customers in a polite and professional manner.
* Cleaning and sterilizing equipment- scissors, combs, and clippers etc.
* Draping and pinning protective clothes around customers shoulders.
* Cleaning workstations and sweeping floors.
* Working at the shop till, answering phone calls.
* Ordering supplies.
* Selling shop supplies- hair products etc.
* Stocking and folding towels onto shelves.

The skills I acquired in both retail position jobs have allowed me to practice working with people in a workplace.

**Education:**

The Law Society of Ireland

I am currently in the process of completing my FE1s. I have passed Property Law and Tort Law. I am taking the Criminal Law, European Union Law, and Company Law exams this September.

University College of Dublin

Postgraduate 2021-2022

I have completed an LLM International Commercial Law Master’s Degree, I am graduating this year. I chose to continue my Law studies to enhance and expand my knowledge. Additionally, to acquire new skills and experiences, I believe there are many benefits of having a master’s degree.

Maynooth University:

Undergraduate 2018-2021

I am a Law and Business graduate from Maynooth University. I graduated the BCL Civil Law and Business degree. I achieved a 2.1 Honours.

In both my undergraduate and postgraduate degree, during my studies I acquired a knowledge of multiple skills which I believe will help me in the future, and I enhanced the skills I already knew. My self-presentation skills, public speaking, attention to detail, teamwork skills and creativity were the skills that I acquired. In university I was constantly working in teams, and this certainly benefited me with my leadership, problem-solving and teamwork skills. Group work has certainly helped me be patient and a good listener. In addition to this I studied IT Computer Science for one semester, this helped me with my IT skills, my technology and computer skills.

I was ought to be a part of Erasmus for my third year of university, I was supposed to study in Alicante University for a year however due to the current circumstances of the pandemic I was unable to go. Additionally, in my postgraduate degree I was meant to go to Antwerp to study abroad however once again COVID intervened.

**Licenses & Certifications:**

Barista Course at Pog.

I was a pianist in the Newpark Music Festival.

I completed my piano exams at the Royal Academy of Music.

I was a student at DAS Academy, the Academy of Arts.

Kennedy Solicitors experience programme.

**Volunteer Experience:**

Fundraiser at Jigsaw Ireland.

Fundraiser at the Special Olympics.

Fundraiser at the National Dairy Council.

Volunteer at a 5k run.

Fundraiser at Trocaire.

Volunteer at the Great Pink Run.

Volunteer at VHI Healthcare.

Volunteer at Green Schools, Green Future.

Volunteer at Food Dudes.