

# Noémie Ben Harrous

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## WORK HISTORY

**Regan Solicitors.** Dublin, Ireland

*Legal Executive | 09/2020 - Current*

- Kept physical files and digitized records organized.
- Performed administrative tasks, including revising and finalizing letters, briefs and editing legal correspondence.

**Bureau Juriconseil.** Paris, France

*Legal Intern | 07/2020 - 08/2020*

- Conducted research for upcoming cases.
- Took part in meetings and received telephone calls.

**Eddie Rocket's .** Dublin, Ireland

*Waitress | 10/2019 - 03/2020*

- Maintained customer satisfaction, resolved guest complaints.
- Used cash registers and credit card machines.

**Les Salons Hoche .** Paris, France

*Waitress | 10/2018 - 07/2019*

- Supervised dining table set-up to prepare for diversity of events.
- Monitored dietary restrictions, serving with speed and efficiency.

**Best Western Hotel .** Folkestone, England

*Waitress | 06/2017 - 08/2017*

- Carried out complete opening, closing and shift change duties.
- Maintained order efficiency through clear communication with kitchen staff, earning numerous recommendations from satisfied customers.

**Macdonald.** Paris, France

*Multi-skilled Employee | 06/2015 - 07/2015*

- Complied with the fast-paced nature of the fast-food restaurant by devoting emphasis on team-work and proactivity.

## SKILLS

- Organized and efficient
- Hard worker
- Fast learner
- Motivated
- Dynamic
- Civil law knowledge

## EDUCATION

**University College Dublin**

Dublin | Expected In 2021

Bachelor of Civil Law

**Panthéon Assas University**

Paris | Expected In 2021

Master I in French and Common law

**Panthéon Assas University**

Paris | June 2020

Law Degree (French license) in French and Common Law

**Panthéon Assas University**

Paris | June 2019

D.U in Common law

## LANGUAGES

- Fluent in French
- Professional level in English  
8.5/9 IELTS  
TOLES Advanced exam (ongoing)
- Intermediate level in Spanish  
(B2)