

# OYINPREBI DEBORAH OLOBIO

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## Summary:

Final year law student graduating in Autumn 2020 with a wide range of experience in the retail, hospitality and legal sector.

## EDUCATION

### Dublin Business School – LL.B. Bachelor of Laws (HONS) 2017 - Present

- Final year student.

### St Joseph's College, Lucan 2012 - 2017

- Leaving Certificate 2017.
- Junior Certificate 2014.

## WORK EXPERIENCE

### Hashtag Hotels – Receptionist 07/2019 - 08/2019

- Overseeing day to day operations of our housing.
- Taking phone calls.
- Checking in and checking out guests.
- Responding to guest queries.
- Processing payments.
- Completing other tasks requested by manager.

### Law Offices of Caro Kinsella – Case Assistant 05/2018 - 06/2018

- Responding to client emails.
- Speaking to clients over the phone.
- Liaising with the United States Citizenship and Immigration Services (USCIS).
- Filling forms and drafting letters.
- Completing administrative tasks as required.

### Next plc. – Sales Consultant 07/2017

- Arranging clothes and re-stocking shelves.
- Pricing and tagging clothing.
- Assisting in stock room.
- Attending to customers.

### St Vincent de Paul Charity Shop – Shop Assistant 07/2014 – 05/2015

- Volunteering as a shop assistant.
- Ensuring shoes and clothing are presentable and in proper place.
- Pricing, labelling and tagging clothes.
- Operating the till.

## SKILLS

### Leadership skills:

- Elected Class Rep for 2<sup>nd</sup> Year Law 18/19
- Elected Peer Mentor for Law 18/19
- Elected Head Peer Mentor for Law 19/20
- DBS Law Society – Committee Member 18/19

### IT skills:

- Microsoft Office
- Adobe

### Additional Skills:

- Communication
- Organisation
- Decision-making
- Problem-solving
- Analytical skills

## INTERESTS AND HOBBIES

Debating, public speaking, tennis, swimming, music and fashion.

## REFERENCES

Available on request.