

Patricia O'Connor

Hampstead Apartments,
Dublin City University,
Dublin 9

Tel. 0860617713 or email patricia.oconnor55@mail.dcu.ie

Final year (BCL) Law student at DCU expecting to graduate with a 2.1 in May. Experienced in legal researching and legal writing and am eager to apply my skills and knowledge in a corporate setting.

Education

- 2014-2017 Dublin City University: BCL Law and Society
1st Year Results: **Grade 2:1 Rank 41/91**
2nd Year Results: **Grade 2:1 Rank 8/91**
Company Law 1 (**70%**), European Union Law (**71%**), Advanced Contract Law (**74%**), Company Law 2 (**74%**)
- 2008-2014 Convent of Mercy Roscommon Town: **Leaving Certificate (450 points)**

Work Experience

2015 **Westward Scania Ireland:** Ireland's leading importer of Scania vehicles and parts. Employed in an administrative position and 2 months later promoted to main receptionist.

- Responsible for the 50 phone lines in the company: developed strong interpersonal, communication and listening skills.
- Required to handle several tasks simultaneously, including juggling multiple phone lines; face to face contact with clients, visitors and employees and clerical duties. Often required to answer the phone while greeting clients in a busy reception area.
- Organised in my role and ensured that my files and accounts were up to date. Kept all client contact information on a Roladex which was updated each time a new client contacted the company. Implemented this filing system in order to ensure I always had client information at my fingertips when it was needed.

2015 **Dunnes Stores:** Sales Assistant. During my second year of University I interviewed and secured seasonal work here. I was part of the Christmas Sales team for 2015.

- Gained many practical skills from my time as a sales assistant. I was trained in the POS system in order to work as a cashier for the company. I dealt directly with cash, i.e. cashing up tills and delivering to the safe at the end of each working day.
- When I was working on the shop floor I was responsible for ensuring products were in perfect order and that my department was free from any hazards to health and safety, I therefore developed a keen sense of attention to detail and perfect presentation.
- As I was employed in a customer facing role, my communication and interpersonal skills thrived. I developed business acumen as I had to have extensive knowledge of key promotions and offers throughout the store, it was my job to inform customers of these offers when they were at the cash desk, this was in order to maximise sales and productivity.

2017 **Hannon's Hotel:** Waitressing. (Current). Capable of balancing study and working life very well.

- Developing many skills such as teamwork and leadership. When there are big functions I have been assigned the position of head waitress on a rotation basis. Responsible for delegating to 5-10 of my colleagues. Responsible for ensuring strict time management and quality of service.
- When not in a head waitress role I am capable of taking instruction and working as part of a team in order to ensure the smooth running of events. Ability to work effectively under time pressure and for long extended hours. Capable of multitasking: I take order, server food and beverages, clear tables and greet guests simultaneously. My main objective is to ensure customer satisfaction.

Voluntary Work

2016 I am a member of New Communities Partnership. I volunteer once a week in an English language and homework support programme for migrant children in a school. Here I am responsible for working as part of a team and communicating effectively with the children in order improve their English abilities.

Other Skills

Computer Skills

Good knowledge of Microsoft Excel and Microsoft Word. I have undertaken various IT courses at school and during employment. I am a regular user of email and internet.

Communication

Excellent interpersonal and communication skills. During school I was a member of the schools debating team. During University I have taken part in mooting, I have participated in both mini moots and moot finals.

Organisational

Time management skills gained through projects and course work and prioritising tasks to meet deadlines.

Interests and Achievements

Sports: Competed in various Irish Dancing Competitions, placed second in the All Ireland Championships 2010 and 3rd in the Regional Heats. I am a member of DCU sport and regularly attend spinning classes, pump and tone classes and Pilates. I do this in order to stay healthy and keep my mind sharp.

Drama: I am a member of DCU Drama. I have been involved in many productions with the society most recently the Christmas Pantomime. We work as a team to deliver the best performance to our audiences.

Travel: Over the years I have travelled extensively, this helps me adapt, observe and keep an open mind to different people and situations. Last year I spent two months backpacking in Thailand and Vietnam where I was exposed to a new culture, which aided my interpersonal skills.

Elected Prefect on two occasions during my time in secondary school. Developed transferable skills such as excellent communication, interpersonal skills, and public speaking skills.

In 2012 worked as part of a team in creating a research project called 'Are stressed Teens, Angry Teens?' We were successful in reaching the finals of the BT Young Scientist competition. Also presented our project at SciFest.

Placed 8th out of 91 in my year for academic performance in 2016, excelled in the corporate law modules of my degree, obtained 3 first class honours in Company Law modules.

References: Joe Crann,
CEO Westward Scania,
Strokestown,
Co. Roscommon
(071) 963 4500

Dr. John Quinn,
Lecturer,
Dublin City University
Co. Dublin
(01) 700 6021

joe.crann@westwardscania.com

john.quinn@dcu.ie