Patricia O’Connor

21 Brookville Park

Malahide Road

Artane

Dublin 5

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**Career Objective**

I am a highly competent, motivated and enthusiastic individual who has uncompromising integrity and a commitment to delivering excellent results in all fields. I have a proven track record in my academic life and am eager to pursue the same in my professional life.

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**Personal Skills:**

* Excellent communication skills, with positive presence and personal impact skills.
* Dynamic results oriented problem solver.
* Able to coordinate several tasks simultaneously.
* Excellent ability to “think outside the box” and show high levels of innovation.
* Team player while also able to work on my own initiative.
* Ability to manage and work professionally at all levels.
* Ability to work under pressure and to tight deadlines.
* Driven by a results focus, constantly seeking to improve individual team member performance.

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**Education:**

**Dublin City University: BCL Law and Society 2014 - 2017**

**(1.1 Honours Degree)**

## 1st Year Results: Grade 2:1 Rank 41/91

## 2nd Year Results: Grade 2:1 Rank 8/91

3rd Year Results: **Grade 1:1 Rank 4/91**

**Convent of Mercy Roscommon Town: 2008 – 2014**

**(450 Points)**

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**Professional Experience:**

**Date employed: 2017**

**Employer: Jones Magee Solicitors**

**Role: Legal Intern**

**Job Role & Duties:**

* Observed and participated in client meetings, trials, and mediations.
* Drafted, reviewed, and revised a wide range of legal documents for solicitors.
* Conducted legal research regarding family, civil, and property issues
* Used legal database Keyhouse in order to update files and correspond with clients.
* Attended on Counsel in the Four Courts gaining vital experience in legal negotiations.

**Professional Experience:**

**Date employed: ` 2016-2017**

**Employer: Hannon’s Hotel**

**Role: Waitress**

**Job Role & Duties:**

* Responsible for providing excellent customer service.
* Ensuring any guests queries are dealt with in a professional and timely manner.
* Responsible for ensuring strict time management and quality of service.
* Familiar with all cash handling & Credit card payment procedures.
* Capable of multitasking: taking orders, serving food and beverages, clearing tables and greeting guests simultaneously.

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**Professional Experience:**

**Dates Employed: Christmas 2015**

**Employer: Dunnes Stores**

**Role: Customer Assistant**

**Job Duties & Role:**

* Offering excellent customer service to all members of the public & internal customers.
* Building genuine rapport with customers and bring the face of customer service in store.
* Ensuring company best standard practice is followed and targets are achieved.
* Daily cash handling including, balancing of payments, credit card transactions.
* Dealing with all customers in a professional, confidential and friendly manner.
* Complying with responsible sales of alcohol laws.

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**Professional Experience:**

**Dates Employed: 2015**

**Employer: Westward Scania Ireland**

**Role: Administration / Reception**

**Job Duties & Role:**

* Required to handle several tasks simultaneously, including juggling multiple phone lines; face to face contact with clients, visitors and employees and clerical duties
* Organised in my role and ensured that my files and accounts were up to date.
* Following standardized company procedures relating to all aspects of Office performance.
* Answering incoming calls in a professional manner.
* Updating databases with confidential and relevant information
* Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.

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* **Sports:** I am a member of DCU sport and regularly attend spinning classes, pump and tone classes and Pilates.
* **Volunteering:** I volunteer with New Community Partnership where I am a team leader at a homework club for children learning English for the first time.
* **Travel:** I love travelling, I believe it 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.
* Placed 4th out of 91 in my year for academic performance in 2017.

**Reference:**

Patrick Jones Aisling de Paor

Principal, Lecturer,

Jones Magee Solicitors, Dublin City University

Co. Wicklow Co. Dublin

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