**Paulina Padlo**

**572 Riverforest**

**Leixlip Co. Kildare**

**Ph: 085 839 0675**

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**Personal Profile**

I’m an ambitious and hard working individial with excellent communication and interpersonal skills who is looking for an opportunity to complete an internship with your firm. I’m very organized, detail oriented and reliable. I have a strong work ethic and I’m personally driven to work up to deadlines and complete all tasks with the highest standard of quality.

**Education**

2014 - Current Dublin Institute of TechnoIogy- LL.B. (Bachelor of Laws)

* overall grade: 2.1

2009-2014 Confey Community College, Leixlip Co.Kildare.

2007-2009 Lucan Educate Together National School, Lucan, Co. Dublin.

**Work Experience**

**January 2017 – Current: Receptionist –** Aspen Counselling Services, 16 Main St. Lucan, Co.Dublin

**Duties:**

* Meeting and greeting clients
* Booking appointments
* Answering phone calls and responding to emails
* Printing, faxing and photocopying

**January 2016 – Current: Polish Interpreter** - Crosscare Information & Advocacy Service, 2 Sackville Place, Co. Dublin

**Duties:**

* Translation of the written word and convertion of speech from one language to another (Polish to English and English to Polish)
* Assistance in the completion of application forms relating to Housing, Social Welfare and Personal Injury Compensation.

**June 2016 – December 2016:** **Bar Staff** – Jump Juice Bar, Liffey Valley Shopping Centre, Fonthill Road, Dublin 22.

**Duties:**

* Delivered excellent customer service while dealing with customers queries and purchases
* Handled cash whilst working at the till
* Prepared juices and smoothies
* Made orders for ingredients and bar equipment.

**Skills and Achievements:**

* Awarded ‘’Student of the year’’ and many other subject awards
* Completed an Accredited Interpreter Training
* Excellent written and analytical skills
* Up to date legal knowledge to ensure compliance with relevant policies & legislation
* Commercial Awareness
* Punctual and reliable
* Excellent communication and interpersonal skills
* An attentive and good listener
* Excellent typing speed (70 WPM)
* Strong work and team ethic

**Languages**

* English – Fluent
* Polish – Native

**Interests and Hobbies:**

* Travel: discovering new cultures, meeting new people and learning new languages
* Creative writing
* An active member of DIT’s law and debating society: attending court hearings & participating in student debates.

**References available on request.**