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| Paulina pauliunaite4 Drumard, Main Street, Summerhill, Co. Meath, A83 WN92 paulina.pauliunaite@gmail.com · +353877822869 |
| I am very **hardworking and punctual**; i am also very **friendly** and **get along well with people**. i work **efficiently** and follow instructions carefully and to the best of my abilities. i am good at **paying great attention to detail**. i am **fluent in english and lithuanian**. i am also a **quick learner**. |

# Experience

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| **auGUST – SEPTEMBER 2017, AUGUST – SEPTEMBER 2018****VOLUNTEER,** ELECTRIC PICNIC, STRADBALLY* Being the ‘eyes and ears’ of the festival, reporting any problems.
* Assisting festival-goers with directions and any queries.
* Helping pitch tents and carry festival-goers belongings.
* Assisting with queue management, ticket and wristband check points.

JULY 2018 – JULY 2018**BARTENDER,** LONGITUDE FESTIVAL, RATHFARNHAM* Participating in the Challenge 21 policy, checking IDs.
* Cleaning the bar and maintaining a sanitary working environment.
* Taking beverage orders and pouring beverages.
* Collecting money and providing change as needed – also using card machines.

October 2016 – April 2017Legal assistant (intern), **Summit law solicitors, dublin 7*** Dictated writing.
* Writing e-mails/ letters, making phone calls.
* Meeting and working directly with clients.
* Taking notes in conferences.
* Delivering letters/ cases to the Courts.
* Reading cases and doing legal research.
* Administrative work; photocopying, binding, organising and shredding documents.

OCTOBER 2015 – OCTOBER 2015**PHARMACIST ASSISTANT (WORK EXPERIENCE),** SUMMERHILL PHARMACY* Helping with daily activities in the shop.
* Taking phone calls and shadowing the chemist.
* Packing medication.
* Dealing with customers.
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# Education

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| 2017 – currently law and society (BCL), dublin city universityCurrently in second year with a 2.2 average. Completed Criminal Law, Constitutional Law, Law of Torts, and Public International Law modules in 1st Year. Currently doing Equity, Moot Court, EU Law, Company Law and Contract Law modules in 2nd Year.Part of the Law, ELSA and FLAC society. |
| 2016 - 2017Legal studies, dunboyne college of further educationQQI Level 5 (completed Legal Practice and Procedures, Criminal Law, Law of Insurance, Conflict Resolution, Communications and Business Law modules).Received an Academic Excellence award from Maynooth University for my academic results. Received several Perfect Attendance awards. Helped organise open days in the College.2011 – 2016LEAVING CERTIFICATE, SCOIL MHUIRE, TRIM, CO. MEATHStudied English (B), Mathematics (B), German (C), Lithuanian (C). Achieved a Merit in Link Modules that developed my computer and communication skills. |

# Skills

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| * Great computer skills – can work Word, Excel, PowerPoint and have knowledge of eXpd8.
* Exceptional persuasive communication skills.
* Great client development skills.
 | * Excellent writing skills and have perfect English grammar and vocabulary accompanied by good telephone manner.
* Good teamworking skills developed through volunteering and course work.
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# Activities

I enjoy volunteering and meeting new people through doing so. I have currently volunteered for Amnesty, Electric Picnic and the National Moot Court Competition and am currently training to volunteer for the Crime Victims Helpline. I am currently actively looking for more volunteering opportunities. I enjoy mooting and other public speaking activities and have participated in the Criminal Mock Trial Competition held in DCU.

I like listening to various genres of music like pop, rap and indie. I enjoy reading novels and staying up to date with the news. I also enjoy writing reports, short stories, articles, etc. I spend a lot of my time playing guitar and singing. I also enjoy travelling, usually around the country but outside of if I get the chance. I love experiencing new cultures and learning new languages.

**REFERENCES**

**Irene Togher Cillin O’Connell**

Dunboyne College of Further Education Summit Law

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Co Meath 31-36 Ormond Quay Upper

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