

Phuong Thai

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Objective

I wish to obtain a position where I can display my full potential and build on the skills that I already have. I am a hardworking, cooperative and proactive person who works well in a team or individual. I have gained the ability to work to deadlines with good attention to detail and am well organised. Given the opportunity, I would like to prove myself and face challenges head-on.

Employment

Feb 2022- Present

**Gibson and Associates Solicitors,
Suite 238, The Capel Building,
St. Marys Abby, Dublin 7**

Legal Assistant

- Communicate with clients, gathering necessary documents to begin case
- Scheduling meetings with strong organisational skills and an efficient approach to organising work
- Organising and reviewing legal documents in a confidential approach to draft application
- Organising Filing Cabinet

Jun 2021- Feb 2022

**Beechview Medical, Dental & Skin,
Main Street, Blanchardstown, Dublin 15**

Receptionist- Medical Administrative Assistant

- Registering/checking in patients
- Good telephone manner
- Scheduling appointments with strong organisational skills and an efficient approach to organising work
- Strong client focus with excellent oral and written communication skills.
- Responsible for patient queries and referrals
- Organise medical and dental records of patients
- Responsible for administrative and clerical tasks such as scanning, filing and printing.

- Prepare, edit, and respond to letters, reports, memos, and emails.
- Maintain a high level of accuracy and speed typing.
- Daily tasks required the ability to communicate professionally and articulately at all levels.
- I am looking after reports to assistant management execution.

Jun 2019- Aug 2020

Oriental Kitchen, Chinese Takeaway

5 Strand Road, Portmarnock, Dublin 13 Sales Assistant

- Processing orders over the phone and in-person
- Managing money
- Dealing with customers queries and complaints
- Stock control
- Responsible for looking after incoming invoices □ Organising weekly roster and training.

Nov 2018- Dec 2018

Dunnes Stores- Christmas Temp

Sales Assistant

- Provided helpful and attentive customer service resulting in positive feedback.
- Identified potential shoplifters and alerted management
- Cleaned and organised the shop, including the checkout desk and displays □ Operated a cash register.
- Stock Control

Skills/Experienced_____

Communication skills

- Verbal and written communication
- Active listener with the ability to understand the situation and support people
- Good telephone manner
- Problem solving
- Answering queries in a professional manner

Team Work Capacity

- Work well in group work and college projects i.e I have worked in a team for multiple group presentations
- Bringing new ideas to management and teams
- Ensuring to provide help to others when my own tasks are complete
- Can build great relationships with suppliers and client

Initiative

- Solve client problems and concerns on my own
- Bring new ideas to work smarter when needed
- Create a new training matrix
- Reach out to client where needed

Organisation & Attention to Detail

- I have successfully managed three college projects at once in a short time frame. I researched and edited several documents into two 5000-word assignments and a presentation.
- Managed weekly reports
- Organising daily and weekly appointments
- Creating and maintaining clients files
- Great attention to details

I.T. Skills

- I am very experienced with using Microsoft (Outlook, Word, Excel and Powerpoint).
- I have researched for sources extensively online using ejournals such as Jstor. I also often use Westlaw. ie to conduct my research for assignments assigned to me by my lecturers.

Education

Aug 2020- 2021: **Master -LLM (Global Legal Studies)**
 Maynooth University
 (2:1) (65%)

Sep 2017- 2020: **Bachelor of Civil Law Degree (2:1)(64%)**
 Maynooth University

Aug 2012- Jun 2017: Irish Leaving Certificate

Coolmine Community School, Clonsilla, Co. Dublin

Additional Qualifications

Commercial Law Internship (Bright Network)

References available upon request