**Curriculum Vitae - Rebecca Burke**

6 Augusta Woods, Maryborough Woods, Douglas, Cork, Ireland

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Hard working and ambitious graduate with extensive experience in customer service as well as experience in legal practice. Currently sitting the Law society of Ireland Final Examinations – First Part, to become a trainee solicitor. Excellent interpersonal and communication skills with an ability to adapt to many different working environments. Completed a nine-month period in France as part of my degree.

**Education**

**BCLF Law and French** University College Cork Sept 2016 – May 2020

* Graduating with a strong 2.1 degree
* Recently completed third year of my degree studying at Université Jean Moulin Lyon III in Lyon, France as part of the Erasmus program. All modules taught through French and centred around the French Civil Legal System.
* Interested in: Litigation, EU and Competition Law and Company Law.

**Leaving Certificate:** Regina Mundi College, Cork September 2010 – June 2016

* Achieved 505 points, including an A grade in honours English.
* Senior hockey team member.
* Meitheal Mentor for first year students – leadership training acquired.

**Work Experience**

**1909 Restaurant at Douglas Golf Club, Cork.** July 2020 - Present

* Currently waitressing in new clubhouse in Douglas Golf Club.
* Additional responsibility – assisted in design of menus, training of new staff, opening and closing shifts, stock taking.
* Strong communication skills essential: adapting to new COVID-19 restrictions in place.

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**J.W. O’Donovan Solicitors, 53 South Mall, Cork.**  Summer 2019

* Worked as a legal assistant in a solicitor’s office, gaining relevant experience for my Law and French degree.
* Assisted partners and associate solicitors in areas such as property law, family law and commercial law.
* Attended court with litigation partners, particularly when the High Court was in session.
* Learned valuable skills such as legal writing and administration while improving upon my interpersonal and communication skills.

**Barrister’s Office - Helen Boyle, 14 South Bank, Crosse’s Green, Cork.** Summer 2019

* Attended court daily, sitting in on hearings, dealt with clients hands-on.
* Completed legal research using critical analysis skills.



**Clarins Cosmetics, Mahon Point Shopping Centre, Cork.** Christmas 2017 & 2019

* Worked as a Sales Assistant here during Christmas 2017 and 2019, providing professional customer care in a dynamic retail environment.
* Helped customers with queries relating to skincare and make-up.
* Demonstrated flexibility in adapting to different roles as required – sales, customer support, performing makeovers on clients.
* Performed secure and accurate cash management duties in line with store policies.



**Bridges Restaurant, 1696 Duranleau Street, Vancouver, BC V6H 3S4, Canada.**

* Spent the Summer of 2018 working as a Waitress in Bridges Restaurant in Vancouver.
* Worked as part of a high-quality team in a busy restaurant environment.
* Developed excellent teamwork, interpersonal skills as a result of the high level of customer interaction including front of house duties.
* Gained valuable experience in areas such as multitasking, verbal and written communication, customer satisfaction and dealing with conflicting demands.

**Skills and Interests**

* Member of the UCC Ladies hockey team.
* Recipient of the Gaisce Bronze Medal President’s Award.
* Achieved First place in the Discover Cork: School’s Heritage Project in the Leaving Certificate category.
* Spent my 4 years of college as the Entertainments Representative for my course, responsible for organising a variety of social events each year.
* I have a full, clean drivers’ license.
* Completed up to Grade 4 in violin in the Cork School of Music, where I also was a member of a string orchestra and attended musicianship classes. Completed Grade 5 with the Associate Board of the Royal Schools of Music.
* Completed the Irish Hockey Association TY hockey programme for umpiring and coaching.

**References Available on Request**