**Roberta Urbonaviciute**

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| Second year LLB (Hons) in Law student at Griffith College Dublin. Goal-directed, persevering, with a strong interest in the judicial system. Skilled communicator, team-worker and adaptable. Self-motivated with high-energy, initiative, and focus. Professional, personable, and articulate in presentation. Currently seeking opportunity to expand transferrable skill set and gain hands on legal experience. |

**Education and qualifications**

LL.B (Hons) in Law Griffith College Dublin (2017)

Subjects: Company Law, Administrative Law, Land Law, Contract Law, Tort Law, Criminal Law, Computer Science, Constitutional Law, Mediation.

Honours BSc. Biological Sciences York University, Toronto, Ontario 2013

High School Diploma Newtonbrook Secondary School 2012

**EMPLOYMENT HISTORY**

**Case Worker Irish Innocence Project 2015–current**

* In charge of assigned cases and legal research
* Conducts interviews with clients, experts, witnesses, attorneys
* Handles case files
* Part of the IIP fundraising team

**Advertising Manager UAB “Ortodonto Logika” 2014-current**

* Online advertising consultant
* In charge of public relations and community advertising
* Ordering/ handling merchandise
* Upgrading dental instruments

**Team Leader Appco Group, Toronto 2013**

* Managed a team of ten sales representatives
* Advertised the merchandise, completing transactions over the phone
* Provided potential customers with necessary information

**Sales Assistant Fairweather, Centerpoint mall 2012-2013**

* Worked as a cashier completing various transactions
* Planned the store’s outline
* Assisted customers in a friendly manner

**Telemarketing Windows and Doors, Toronto 2011-2013**

* Assisted customers in a friendly manner providing them with answers to any questions that they had
* Worked as a cashier completing various transactions including sales, returns and exchanges
* Provided customers with information in regards to store merchandise

**SKILLS AND ABILITIES**

* Strong communication skills, both written and verbal, developed through academics and employment to-date. Best utilised on a day to day basis when working with customers and colleagues in order to build relationships and achieve a common goal.
* Decision Making/ Problem Solving – developed through academics and employment to date. Best used on a day to day basis dealing with customers or coworkers in order to handle any issues that may arise.
* Computer Literacy – acquired at York University, Computer Science Course. Includes outstanding use of Microsoft Word, Excel, PowerPoint, Email and etc.
* Task-Oriented – developed through academics and employment to date. Best utilised on a day to day basis while working with clients or coworkers in order to achieve best results possible.
* Adaptability – developed through academics and employment to date. Very useful in new environments.
* Self-motivated – developed through academics and employment to date. Best used in everyday task completion and goal achievement.
* Professional – developed through academics and employment to date. Best utilised on a day to day basis in the professional environment.

**ACHIEVEMENTS AND INTERESTS**

* FLAC Officer from 2015 to current. Writes pieces about important legal matters to students and assists barrister during client meetings.
* Chief Marketing Officer of Law Society at GCD from 2015 to current. Plans events for students, solves issues and assigns work to the marketing team.
* Since 2014, volunteer at Start-Ed events. Helps to organize events, assists lawyers and takes notes on cases.
* Vice President of Hospice Helpers based in York University, Toronto, Ontario from 2012 to 2013. Responsible for planning charitable fundraising events and coordinating student volunteers in support of those living with terminal illnesses.
* Awarded Entrance Scholarship and Scholarship to York University, Toronto Canada in 2012 in order to complete Honours BSc. Biological Sciences.
* Awarded Ontario Scholar from the Ontario Ministry of Education from 2010 to 2012.
* Volunteered with the City of Toronto from 2010 to 2012. Helped to organise public events, raised donations and coordinated participants and events.