

Robyn de Renzy Pim
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Education & Qualifications

- 2017 – Present** The Law Society of Ireland
FE-1 Exams
- Criminal Law 65%
 - Company Law 64%
 - Real Property 61%
 - Equity 60%
- 2014 – 2015** UCD Michael Smurfit Graduate Business School
MSc in Management
Overall GPA: 3.70 (1.1) 8th in class
- 2011 – 2014** University College Dublin
Bachelor of Arts (Degree in History and Politics)
Overall GPA: 3.38 (2.1)

Professional Experience

May 2018 – Present **Denis I. Finn Solicitors**

Legal Intern

- Assist with proceedings in the Superior Courts through liaising with Solicitors, Counsel and Clients.
- Conduct extensive legal research in preparation for cases and to advance briefs.
- Analyse case files to provide case summaries and updates for the partners.
- Researching prior legislation and looking into precedents, which would be of assistance to our clients.
- Draft memos and letters.
- Register and publish debtors and prepare JMA's.
- General office tasks such as filing, bank, post and DX.

May 2014 – Oct 2018 **Dublin County Returning Officer**

Presiding Officer

- Previously held the position of Poll Clerk, promoted to Presiding Officer.
- Managed a polling booth attended by 600 to 800 voters, dealing with any problems which may arise, requiring strong leadership skills.
- Successfully calculated the vote tally, with a zero error count over the last 4 years, displaying strong numerical skills.
- Excellent at adhering to the strict regulations in place.

Sept 2015 – Sept 2017 **Bord Gáis Energy**

Graduate Program

Regulation

- Provided summary reports to the EMT on lengthy industry consultations.
- Organised meetings with various areas of the business to ensure all perspectives were reflected in our consultation responses.
- Responded to consultations on behalf of Bord Gáis Energy.

Retail

- Responsible for ensuring price changes were updated on third party websites.
- Collaborated with our marketing agency to devise new advertising materials.
- Presented to the Head of Retail on a strategy to provide a personalised services to our most valued customers.

Customer Operations

- Successfully managed refund & marketing complaints.
- Analysed complaints to provide trends and insights and identify issues which required further attention.
- Created weekly and monthly complaints reports for Senior Management.
- Provided support and advice on weekly conference calls with vendors.

Assets & Trading

- Presented on the introduction of I-SEM Whitegate staff, including the impact it would have on their daily tasks.
- Assisted in contract negotiations.
- Member of I-SEM readiness team

March 2012 – May 2016

The Dropping Well

Waitress

- Promoted to manage a dining section of 12 tables serving 50 people in one sitting in a high pressured environment.
- Management of private functions and company events.
- Proven strong upselling capabilities leading to increased profits.
- Excellent communication and people skills proven.

June/July 2012- Work Experience

Law Plus Solicitors

Receptionist

- Input important client information into two different computer systems, utilizing my strong computer skills.
- Ensured all client queries were dealt with efficiently and correctly.
- Scheduled appointments for clients and organised each solicitor's diary to ensure they were up to date and correct.

Skills & Competencies

Communication/Interpersonal skills

- Confident public speaker with significant experience in presenting to staff at all levels, including Senior Management.
- Completed a presentation skills seminar to enhance my presenting skills.

Leadership skills

- Voted by my peers and teachers to be a Prefect, out of 160 people, with responsibility for supervising 24 First Year students and enforcing school rules.
- Appointed as a member of the Student Council in 3rd, 5th and 6th year, which involved communicating with teachers and students on issues which arose within the student body.
- Co-founder of the UCD Racing Society, which included managing committee members, fundraising, personally raising €1500, helping to organise events such as Cheltenham Previews, in addition to organising a trip for twenty five society members to the Cheltenham racing festival in 2013.

Computer skills

- Competent user of Microsoft Office including Word, Outlook, PowerPoint and Excel.

Interests & Activities

- Competent horse rider, Eventing and Dressage - Won a Bursary with a top event rider.
- Tetrathlon (competition involving shooting, swimming, running and horse riding) - finished 4th in Ireland.
- Member of senior 1st and 2nd team in Three Rock Rovers Hockey Club.
- Member of the Leinster Reserve under 18's team in 2010.
- Member of Cross Fit Ireland Training three times a week.

References

Academic Reference:

Camilla Noonan
Director of MSc Management
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Personal Reference:

Aisling McCarthy
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