

# ROISIN JONES

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## PROFESSIONAL SUMMARY

A driven and focused student, motivated to begin a career in the legal field and apply a broad range of skills gained from previous work experience. Eager to engage more deeply in various areas of law and contribute to a dynamic legal team.

Offering strong leadership skills, with the ability to manage tasks efficiently and work collaboratively in team settings. Committed to continuous learning and professional development to excel in the legal field.

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## CONTACT

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## WORK HISTORY

**Booking Team / Reception, 05/2023 to Current**

**Ballyhass Adventure Centre - Mallow, Cork**

- Increased team efficiency by implementing new reception procedures.
- Streamlined front desk operations with improved processes.
- Coordinated daily tasks, enhancing organisational effectiveness.
- Coordinated future bookings and operations of the business.
- Communicated with customers as a representative of the company
- Handling large transactions
- Engaging strongly in teamwork
- Managed customer queries to ensure satisfaction.
- Maintained cleanliness and orderliness of the reception area to promote a professional atmosphere.
- Handled confidential documents, maintaining privacy and security.

**Law Intern, 01/2021 to 08/2024**

**Taylor Solicitors - Cork**

- Skills developed relating to legal work include:

Legal research and writing, teamwork and collaboration skills, communication and communication skills, time management, court etiquette.

- Skills developed relating to office work include:

Customer service, office duties, coordination of appointments for clients, reception, answering phones and taking messages, filing, bank duties, witnessing wills, and postal duties

Roles taken on in this workplace:

- Assisted senior solicitors with case preparation, increased efficiency.
- Conducted comprehensive research on legal matters, facilitated better case outcomes.
- Drafted legal documents under supervision of solicitors, enhanced accuracy.
- Conveyed client information confidentially and accurately to lawyers for improved representation.
- Observed confidentiality protocols when handling sensitive

- information ensuring trust and integrity were upheld at all times.
- Accompanied senior lawyers to meetings with clients providing essential note-taking assistance.

### **Accounting Intern, 03/2024 to 05/2024**

#### **Buckley Scriven O'Regan Accountants - Cork**

##### • Skills developed:

Bookkeeping and data entry, client communication, time management and organization, problem-solving and analytical thinking

##### Roles taken on in this workplace:

- Enhanced understanding of financial management systems whilst providing administrative support to the accounting department.
- Utilised advanced Excel skills for effective handling of large data sets.
- Managed high volume invoice processing, ensuring prompt payments to suppliers.
- Exercised discretion when dealing with confidential information, maintaining integrity at all times.
- Handled general ledger postings and reconciliation tasks efficiently.

### **Retail Assistant, 02/2019 to 08/2023**

#### **Conway-Longs Food Store and takeaway - Co Cork**

##### Skills developed:

- Customer service, sales and upselling, team leadership, inventory and management, cash handling, problem-solving.
  - Trustworthiness and responsibility: handling sensitive tasks, such as opening and closing the store, managing keys, and overseeing financial transactions.
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## **EDUCATION**

### **Bachelor of Arts in Law and Accounting, 09/2021 to 05/2025**

#### **University Limerick** - Limerick

### **09/2015 to 05/2021**

#### **Coláiste Pobail Naomh Mhuire** - Buttevant, Co. Cork

Leaving Certificate Results - 509

##### Key subject grades:

English H2

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## **AWARDS, ACCOMPLISHMENTS, AND HONOURS**

Full Drivers Licence

Student Council President

6 consecutive Golden Awards for attendance, results and effort

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## **CUSTOM**

REFERENCES AVAILABLE UPON REQUEST

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