**Roli Meggison**

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PERSONAL PROFILE

Qualifying for Business and Law degree at University College Dublin, with experience in commercial and litigation law firms expecting to graduate with a 2:1 Honours GPA. Seeking further experience in a firm, which focuses on commercial law.

EDUCATION

BBL Business and Law University College Dublin 2013 – 2017

Property Law 1/A- Property law II/ B- Company Law I &II/B + Contract Law B+

Overall G.P.A. 3.53 (2:1 Honours)

Leaving Cert 2013

Alexandra College, Dublin

Senior Year Prefect

WORK EXPERIENCE

Pearce & Co. Lagos, Nigeria. July – August 2015

Administrative Assistant

* Performed clerical tasks such as handling of correspondence between members of staff, whilst managing and dispersing information through the office.
* Developed already existing technological skills, and used software such as Microsoft Access so sort and arrange data.
* Assisted in the organizing of travel agreements, meetings and appointments for members of staff, ensuring all documents required were processed and presented punctually.
* Provided support for the timely renewal of company related documents such as annual license permits and insurance certificates for the company's premises vehicles and other assets.

Aluko & Oyebode Law Firm, Lagos Nigeria ` July – August 2014

Intern

* Worked alongside a commercial lawyer, assisting in variable delegated tasks.
* Tasks involved, proofreading contracts for large corporations such as Apple Inc. for minor spelling and grammar errors that could be overlooked.
* Emailed, and communicated with clients, to schedule meetings and updating on case and legal matters being looked into.
* Drafted and sent out invoices of billings for legal services, including the break down of the fees.
* Participated in weekly meetings, where the senior partners of the firm were updated on the current legal contracts and advice, the solicitors were working on.
* Participated in teamwork researching on case law and legal principles that provided proof and evidence for the advice being given by the associate.

Hamleys’ Toy Store, Dundrum April 2011

Floor Assistant

* Worked on the lower floor of the store and in storage.
* Responsible for monitoring, tracking and recording the supply chain activity of inventory movement in the stock room to store shelves.
* Actively assisted in floor and merchandise layout planning, involved strategically placing sale items in a manner both accessible and appealing to target audience.
* Engaging and attending to potential buyers in appropriate manner of customer service in order to gain consumer satisfaction

ADDITIONAL SKILLS

* Enhanced technological skills, able to use Microsoft Word, Excel and Access programming, I have taken modules in Data Analytics, Data Analysis as well as Information Management, which have allowed me to develop skills in collecting data and processing and forecasting information, on these software systems. In objective of win all these modules was to interpret the information to make decisions.
* My time management skills are constantly being developed and tested with the tie limits in the amount as many of my modules are assessed through timed presentations. Past experience in the professional field has emphasised the importance of being timely in a professional setting.
* Negotiation and problem-solving skills, as a member of the Quinn School of Business Student-Staff Quorum forum it was often difficult to condense and present the issues being made by an average of forty students. It took long meetings of finding and analysing recommendations, finding a level of common ground, to reach a comprise between the student staff representatives.

INTERESTS AND ACHIEVEMENTS

Achievements

* Appointed to be a Prefect, representing the student body, while attending secondary school. It was a position of great responsibility, which enhanced and helped develop many skills leadership, team membership and responsibility to name a few, which I now acquire. The role allowed for persistent, consistent and diligent teamwork, striving and achieving common goals.
* Awarded the ‘Violet Mollan Cup for Outstanding Achievement’ while attending secondary school.
* Received a Gold medal and Certificate for Public Speaking and Speech, while at secondary school, which are continuously being developed through group projects and interning in corporate firms.
* Represented the school and was awarded silver medal for placing second in the National Mock Trials competition at Dublin Courts of Criminal Justice.

Interests

* An interest in acting resulted in receiving a role in the Dundrum Mill Theatre presents “The Trojan Women”
* Membership in university societies, such as, the Commerce and Economics society, assisting to sell tickets for the committee organised balls and events. Active member of the African and law society for the last three years.
* Charity work with Irish Heart foundation, Osteoporosis Cancer research foundation, Arthritis Ireland, and worked in association with the Hope Foundation.
* An interest in historical ruling system documentaries, like Egypt's' ancient Pharaoh's and Queens, the Romanov Tsars' and Tsarinas' of Russia and the first Emperors of Chin

REFRENCES

References can be available on request.