Ruth Connolly – Curriculum Vitae

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Summary

Final Year Law LLB Student with a wide range of intern experience in various areas of law including commercial property, criminal law, family law and conveyancing seeking a training contract with your firm to gain and develop legal professional skills and apply them successfully in various spheres of law.

**Languages:**

* English: Native Speaker
* Irish: Fluent
* French: Good command and working knowledge of language

Education

Law LLB | Current | Maynooth University

* Currently in Final Year studying Law (LLB)
* 1st Year Results: 63.2%, Upper Second Class (2.1) Honors
* 2nd Year Results: 69.7%, Upper Second Class (2.1) Honors
* 3rd Year Results: 68.8%, Upper Second Class (2.1) Honors
* Anticipated 4th Year Results: Upper Second Class (2.1) Honors

Work Experience

Cashier | SuperValu dunshaughlin | December 2013-Present

* Key Responsibilities:
* Supervise, train and develop team members in accordance with company policies and procedures.
* Process credit cards, checks, gift cards and coupons.
* Consistently provide professional, friendly and engaging service.
* Quickly record transactions in computer system to deliver prompt service.
* Verify cash drawer against the day’s receipts.
* Assist colleagues and customers whenever possible.

Professional Experience

Intern | Coroners Court | For a period during October 2013

* Key Responsibilities:
* Researched statutes, decisions, legal articles and codes.
* Produced legal documents, including contracts and real estate closing statements.
* Developed a working relationship with courts, clients, and solicitors.
* Reviewed, edited and proofread documents for proper grammar, spelling, punctuation and formatting.
* Worked as a team with solicitors, administrative assistants and fellow legal assistants.
* Organised files for court proceedings.

Intern | CIE Solicitors | June – JUly 2016

* Key Responsibilities:
* Reviewed, edited and proofread legislation for proper grammar, spelling and punctuation, and formatting.
* Created, indexed and maintained client binders.
* Attended meetings and documented proceedings.
* Organised and prepared documents for discovery.
* Assisted with drafting and preparing tender documents for commercial procurement.
* Preparing commercial property documents for a large-scale auction.

Receptionist and Intern | Liam Keane and Partners Solicitors | Feb 2017-September 2017

* Key Responsibilities:
* Gained experience across a broad range of sectors and types of work.
* Answered client’s phone calls and assisted them with queries and issues.
* Reviewed, edited and proofread legislation for proper grammar, spelling and punctuation, and formatting.
* Organised appointments for clients.
* Organised envelopes, postage and mail correspondence for all clients.
* Created, indexed and maintained client binders.
* Attended meetings and documented proceedings.
* Handled cash payments.
* Welcomed clients to the office.

Worked and Travelled abroad in the US | Summer 2018

* Completed the J1 Work and Travel USA Programme.

Additional Qualifications

* Completed several courses in CTYI (Centre for Talented Youth Ireland) including courses in Medicine, Legal Studies and Forensic Science.
* A qualified Peer Educator in the areas of Drugs, Alcohol and Smoking after completing training in the Peer Youth Education programme.