Shelly Reilly

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# *I am a final year law student at the University of Limerick seeking legal opportunities. I am enthusiastic, available and keen to tackle new challenges.*

# Education

## University Of Limerick | LAW Plus (llB with Sociology) | 2016 – present

QCA: 2.96 (2:1)

## Saint Brendans college, belmullet| 2010 – 2016

Leaving Certificate Points: 490

# Employment

## Cosgrove Gaynard solicitors | Placement Student | May 2018 – december 2018

My time in Cosgrove Gaynard Solicitors gave me an extremely valuable insight into the importance of good client relations and corporate development. Co-operative placement provided me with the opportunity to become a vital part of a legal team and to gain experience from prominent and well-established solicitors. I worked in both the conveyancing and personal injury departments completing varying tasks including handling title documentation, ensuring all files were anti-money laundering compliant and communicating effectively between fee earners and clients. I dealt with banks, building society’s and other solicitors on a daily basis in order to ensure the best and most efficient possible service for the client.

## Eurospar| Shop floor assistant | September 2016 - Present

My main purpose as a shop floor assistant is to operate a CBE sales package, provide excellent customer services to all customers and to work efficiently within a hardworking team to meet the requirements of customers and management. During summer 2019 I also had the extended task of becoming the fruit and vegetables charge hand. My main responsibilities in fulfilling this role were to achieve sales targets and margins as agreed with the store manager, purchase stock in accordance with procedures and stock control/rotation requirements, bring new ideas to the department through regular market research and to ensure temperatures were checked and employee records were compliant with HACCP regulations and policies.

## Brix Club Athenry | Front desk assistant | SUMMer 2016

The summer after my leaving certificate, I worked as a front desk assistant for a pop-up children’s Lego play centre. My main duties here were daily cash management, balancing tills at the end of business, daily bank lodgements, processing all incoming payments, processing all company outgoing payments and liaising with customers daily.

## Duibhlean Riding Centre | Stable hand | SUMMer 2011-summer 2015

Every summer while in secondary school, I worked as a stable hand with horses at a local riding school. My main duties in fulfilling this role involved the maintenance of the centre, processing client payments, processing supplier payments and teaching horse riding/jumping lessons to both children and adults.

# Voluntary Work

## UL Law Society | careers SUBCOMMITTEE | 2019- present

This academic year I have volunteered to assist the student law society in organising careers fairs and other events to enable students to liaise with prospective employers. This reflects my passion and desire to purse a legal career and my enjoyment in helping my fellow classmates. This role involves liaising with both my classmates and the law society committee as well as employers in the legal sector. This experience has allowed me to work with other hard-working individuals in order to deliver informative events for attendees.

## Belmullet cycling club| steward | summer 2019

During the summer I volunteered at many stage races ran by the Belmullet Cycling Club. As a cyclist myself I did not hesitate to act as a steward at these events as I know how important this role is to ensure safety for all riders. This allowed me to work as part of a team and communicate effectively with the other stewards to ensure these events ran smoothly.

**University of Limerick | International Buddy| 2018**

During my second semester of second year in college, I had the experience of being an International Buddy. This allowed me to engage with the wider university community and to act as a mentor to law students from other nations including giving them advice on our legal system. It enhanced my knowledge of different cultures and allowed me to engage with those who do not have English as their native language.

## Belmullet District Hospital ‘Fight night’| amature boxer | December 2017

During my second year in college I was asked to participate in a charity fight night in aid of my local hospital in Belmullet. As I have a keen interest in sport and fitness and as I believed this was a great cause I did not hesitate to participate.

# Skills

# Customer Service

# Stock rotation systems

# Cash management systems

# Practical project management

# References

Patrick Geraghty Michael Walsh Annette Howard

Tirrane, St. Brendans College, Brogans Eurospar,

Belmullet, Belmullet, Belmullet

Ballina, Ballina, Ballina,

Co. Mayo. Co. Mayo Co. Mayo

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