

Shona Bolger
3 The Grange, Malahide, Co Dublin
Phone: +353 87 6906099
Email: shonabolger@gmail.com

EDUCATION & TRAINING

Bachelor of Civil Law **2012 - 2016**

(University College Dublin)

- Graduated with a 2.1.

Study Abroad Programme **2014 – 2015**

(Charles University, Prague)

- BCL European.

Leaving Certificate **2011 – 2012**

(The Institute of Education)

CAREER HISTORY

Legal Assistant, Denis I Finn, Dublin. **Starting Monday 24th October 2016**

- Attending court.
- Assisting in the Debt Collection department.

Intern, A&L Goodbody Solicitors, Dublin. **22 August 2016 – 18 September 2016**

- Worked as a part of a team with a partner, associate and trainee.
- Gained valuable experience working in the banking department.
- Liaised with the London office.
- Drafted letters.
- Filled out statutory company registers.
- Completed necessary documents under the new Companies Act.
- Undertook various research tasks and completed case summaries.
- Brought documents to be Apostilled.
- Attended various talks from different departments and took part in a negotiation workshop.

Intern, DAC Beachcrofts, Dublin. **14 March 2016 – 18 March 2016**

- Completed 1 week work experience in the litigation department.
- Attended court and client meetings.
- Reviewed cases dealing with insurance claims.

Secretary, Intellect Medical, Dublin. **August 2015 – June 2016**

- Assisted patients, took payments, made sure the daily operations went accordingly.
- Developed my organisational, communication and time management skills.

**Cinema Attendant, Metro Fiesta 5 Theatre,
Santa Barbara, California (J1-Visa).** **June 2014 – August 2014**

- Managed the Concessions Stand.

- Enhanced customer experience.
- Adapted to working in a new environment quickly.

Sales Assistant, Ted Baker, Dublin.

November 2012 – June 2014

- Employed in busy flagship store on Grafton Street, until I was offered a position in the Ted Baker concession in BT2 on Grafton Street.
- Offered impeccable customer service
- Reached sales targets on a daily basis.
- Worked as part of a team to deliver a unique sales experience to each individual customer.

Terrence Lyons & Co. Solicitors, Dublin

- Completed work experience in my fourth year of secondary school.

SKILLS:

IT Skills:

- Completed and obtained a certificate in the ECDL (European Computer Driving License) Programme.

Languages:

- Diploma in conversational Spanish from Colegio Delibes, Salamanca.
- Currently progressing my Spanish language skills.

Organisational Skills and Time Management:

- Obtained Honours Diploma in Fashion Buying and Product Planning at the Dublin Institute of Design.
 - Completed course during the second year of my Law degree and while maintaining a part time job.
 - Managed workload of the two courses ensuring all deadlines were met.

INTERESTS AND ACHIEVEMENTS:

College Involvement:

- Student Union Class Representative (Final year).
- Student Legal Service – Conducting student legal clinics.
- Active member of UCD Law Society.
- International Student Society – Committee member, organising weekly activities and trips, providing exchange students with any information or help they need.
- UCD Volunteer Overseas Student Society.

Charity Work:

- UCD Volunteers Overseas - Fundraised €2,600. Travelled to Nicaragua in Central America to work on educational and construction projects.
- 100minds Initiative – Fundraised €1,000 in aid of ISPCC Childline.

Sport:

- Keen interest in personal fitness and sports – an active member of FlyeFit Fitness.
- Athletics - Winning Bronze and Silver at the Leinster Schools' Track and Field competition.
- Captain of school hockey team and coached junior hockey team.

Other Qualifications:

- Honours Diploma in Fashion Buying and Product Planning, Dublin Institute of Design.
- Achieved an An Gaisce, The Presidents Award.
- Awarded honours in grades 1- 10 by the Irish Board of Speech and Drama.