**Siobhan Greene**

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58 The Palms, Roebuck Road, Dublin 14.

**Profile**

I am currently studying law in University College Dublin. I have gained experience in legal assistance, retail, and childcare.

My key skills are confidence, language skills, enthusiasm, motivation and commitment, and excellent interpersonal abilities.

**Education & Training**

September 2012-Present, University College Dublin, **Bachelor of Civil Law**

Awarded University College Dublin entrance scholarship

**Subjects:** EU Constitutional Law, EU Economic Law, Property Law, Public International Law, family & Child Law. Criminal Offences & Defenses, Criminal Liability, Ancient Rome: An Introduction, Health across the Lifespan, Biology for the Modern World, Evidence-Foundations, Media Law, Criminology: Criminal Justice and Penology, Matrimonial Law and Reliefs, Commercial Law, Constitutional Law, Negligence & Related Matters, Nominate Torts, Contract Formation, Contract: Vitiating Factors and Remedies, Company Law, Criminal Procedure, General Introduction to Legal Studies, Sports Law, Theory of Coaching, Civil Procedure, Law & Legislation, Intellectual Property Law, International Human Rights law, Employment Law: Employment Rights, Jurisprudence, Evidence-Practice and Principles, Travellers, ethnicity, and Rights.

September 2006-June 2012, Coláiste Íosagáin, Dublin, **Leaving Certificate**, Overall points: 540/600

**Work Experience**

**January 2015-Present**

**Sales Assistant-Debenhams, Co. Dublin**

*Debenhams plc is a British multinational retailer operating under a department store format in the United Kingdom and Ireland with franchise stores in other countries.*

* + - Greet and serve customers
		- Check prices
		- Deal with customers queries
		- Provide a high level of customer service

**May 2014-September 2014**

**Waitress- Applegreen Café, Mount Merrion**

*Applegreen is an Irish Company that operates a number of petrol stations in Ireland and the United Kingdom.*

* Took payment and performed cash duties as needed
* Took orders and delivered orders to customers
* Cleaned and cleared away tables
* Prepared food for customers
* Made coffees including americano, cappuccino, latte, flat white, and macchiato
* Washed utensils

**September 2010-Present**

**Fiona Maguire- Child Minding**

* Minded two boys aged six and ten
* Organized activities
* Attended to light cleaning around the house

 **December 2012**

**Cashier attendant- Dunnes Stores, St. Stephens Green**

*Dunnes Stores is a retail chain that is based in Dublin, Ireland. The chain primarily sells food, clothes, and household wares.*

* Greeted and served customers
* Maintained and organized stock on shelves
* Dealt with customer queries
* Provided a high level of customer service

**February 2010(Transition Year Work Experience)**

**Legal Assistant - Anne Greene Solicitors, Dublin 14**

*Anne Greene Solicitors is a family owned legal practice specializing in the area of conveyance, and Personal Injury Law, offering services for clients in the Dublin area.*

* Provided general secretarial duties
* Prepared briefs for counsel, and other legal consultations
* Provided legal research, using various databases, including Westlaw and LexisNexis
* Drafted letters and statement of claims
* Dealt with enquiries of current and prospective clients

**Technical skills**

| **Skill** | **Level of Proficiency** |
| --- | --- |
| Microsoft Office (Word, Excel, Power Point, Access) | Expert  |
| Adobe, Lotus, Microsoft Office Suite, Microsoft Excel, Lexis-Nexis, | Expert  |

**Achievements & Hobbies**

I have a great interest in sports. I play with my local GAA Club Kilmacud Crokes and I joined the UCD Gaelic Football team this year. I played on my school basketball team in which we won the 2010 Leinster championship. I enjoy playing team sports as it is all based on working with other people as a group. It is essential to be able to work well with others in order to reach deadlines and achieve results. In this way I feel I have gained a good knowledge and perception of how people work in a group dynamic and how to achieve the most out of other people and myself.

Gaisce president’s award scheme: Achieved Bronze Medal

Qualified First Aider

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|  **Voluntary Work**  |

**September 2013-Present**

**Saint Vincent De Paul-University College Dublin**

*The society of St Vincent De Paul is an international Catholic voluntary organization dedicated to the sanctification of its members through serving the poor and disadvantaged.*

* Assist with the soup runs on a Sunday evening around the city centre
* Prepare sandwiches and tea
* Serve the sandwiches and tea to the homeless

**November 2010 (Transition year voluntary work)**

**The Little Sisters of the Poor, Dublin 14**

*The Little Sisters of the Poor is an International Religious Congregation who dedicate their lives to caring for the elderly.*

* Assisted the elderly
* Assisted with various activities such as bingo and bridge
* Assisted with preparations for the annual Christmas sale of work
* Served food to the elderly

**Languages**

|  |  |
| --- | --- |
| **Language** | **Level of Fluency** |
| Irish | Fluent |
| English French  | Native Proficient/Reading Capabilities |

**References**

Fiona Maguire- 087-2055470

Ajith Ravi- 0877890172