**Address:** 3 An Corran, Gullane, Clonakilty, Co. Cork **Telephone**: 0862135305

**Email:** [stephaniewhite210@gmail.com](mailto:stephaniewhite210@gmail.com)

**Education:**

University College Cork  2013 - 2017

* **Law and French (BCLF)**

Second Class Honors Degree Grade One.

University College Cork 2012 - 2013

* **Commerce and French (BComF)**

**2.1** Grade achieved in 1st Year, subsequently switched course.

Sacred Heart Secondary School, Clonakilty, Cork 2006 - 2012

* Leaving Certificate

Achieved **525** points, comprising five A2 grades, one B1 grade and one B2 grade.

**Work Experience:**

McCullagh Wall Solicitors – Paralegal/Intern June – September 2017

* I worked as a paralegal in a small, vibrant legal practice in Cork over the summer.
* My work ranged from administrative receptionist functions such as dictating and editing letters and attendances for the firm’s two principals, as well as making enquiries and handling client queries. Our offices often held large meetings with our commercial clients, and I would help coordinate that with other legal executives and assistants.
* I conducted research for the commercial team and scheduled documents and PRAI issues for the conveyancing and property team.

Betty Brosnans Café - Waitress June 2016 – Present

* I hold many responsibilities in my current position, as one of only four members of staff in a busy café. I often step into a managerial role, along with constantly attending to client needs and ensuring their satisfaction.
* I regularly handle large sums of money, deal with client complaints and chat to customers.

Legal Aid Board - Intern May – June 2016

* As an intern in the Legal Aid Board, I gained hands on experience of a legal office. From my first day, I was assisting solicitors, compiling briefs or other court documents, and attending client meetings. I took notes in meetings, answered calls and transcribed dictated notes from solicitors.
* It was fantastic experience and it gave me an appreciation for the long hours and the attention to detail required to get documents and agreements just right, to the absolute satisfaction of both parties.

European Centre of Law and Justice - Intern November 2015 – April 2016

* I was previously employed as a legal research intern and translator at the ECLJ in Strasbourg. I found the role to be constantly challenging and interesting. Every two weeks I was given a recent judgment from the ECHR to either research or translate for publishing on the ECLJ’s website.
* I learnt to be very analytical with both my languages to ensure they are always correct, coherent and concise.

Council of Europe - Work Shadowing December 2015

* I was the sole person selected for this role, and spent a week work shadowing the Irish Delegation of Representatives to the Council of Europe while implementation of recent ECHR judgements were reviewed by the 48 members of the Council.
* My responsibilities in this fast-paced placement included note-taking and attending meetings alongside the Irish Representatives.

Fernhill House Hotel - Waitress 2010 – 2015

* I held many dependable, senior positions and was frequently relied on to lead a service or to be personally in charge of the top table and serving the bride and groom directly. I often led teams of waitresses and thoroughly enjoyed the responsibility of leading. I was accountable for bookings and handling large sums of money and often worked as a receptionist or in the bar if I was needed.

**Skills:**

* **Communication –** One of the essential skills I have is the ability to effective and coherently communicate. I have acquired this skill throughout many years of working in the hospitality sector, being part of many sporting teams and a member of many societies.
* **Organisation –** Whilst studying a double degree it is paramount to be organised and to multitask. Both degrees demand different things of me and to always stay on top of expectations, organisation is essential.
* **Language –** I am a fluent French speaker, having studied it for years and spending nine months in France on Erasmus.
* **Teamwork/People Skills –** I enjoy the collaborative environment of working together in teams and am very comfortable in this environment. I have experience in dealing with many types of people, from clients in the Legal Aid Board seeking advice, to resolving customer issues in the café/hotel. It is imperative that customers or clients feel valued and listened to, as their satisfaction is crucial to the success of any business.
* **Decision-Making** – I am good at making reasoned decisions based on clear analysis of potential outcomes.

**Interests/Achievements:**

* **Socialising** – I find interacting with friends and family is one of the easiest ways to de-stress and relax. Being able to have a laugh with people is important to me.
* **Fitness** – I enjoy playing hockey and being part of a team. Staying active is important to me, I have always loved sport and was a competitive swimmer up to the age of 18, winning many medals and training three times a week before school. I am also an avid sports fan and go to many of the local and provincial GAA and rugby matches.
* **Travel** – I have travelled all over the world, from America and the Caribbean with my family, exploring Europe whilst on my Erasmus or adventuring through South East Asia with my friends in 2015.
* **Mentoring** - I am aware of the needs of others, and was elected as a peer mentor in 5th and 6th year. In this role, I helped to negate a serious bullying situation involving younger students and maintained a role as a trustworthy confidant to many people. In line with this I was also elected as **Head of the Student Council** for two years, along with previously serving on the Student Council as 4th year representative. Furthermore I give French grinds to different secondary students.
* **Societies** – I was a member of the UCC Law Society, the UCC FLAC Society, and was the Speaker Convenor for the inaugural Women in Law Forum held in UCC in March. Being involved in extra-curricular activities such as these was one of the best parts of my college experience.

**References:**

**Academic Referee:**

* **Dr. Bénédicte Sage-Fuller (Course Director – Law & French)**

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**Professional Referee**:

* **Mr. Adrian Wall – Principal, McCullagh Wall.**

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