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| Stephanie Breen | |  |  | | --- | --- | | 30 Marlfield, Cabinteely, D18 RT62 |  | | (087) 665 1745 |  | | stephaniebreen97@gmail.com |  | | www.linkedin.com/in/stephaniebreen |  | |  |  | |

# Experience

### November 2020 – present

## Legal Administrative Assistant / M Donnelly & Co. Solicitors

* Responsible for clerical duties as well as visiting court to lodge documents pertinent to cases ongoing in the firm.

### July 2019 – November 2020

## Brand Ambassador / Verve

* Provided experiential marketing services to premium brands including Coca-Cola and Land Rover.

### september 2017 – August 2018

## Front of House / Base Wood Fired Pizza

* First point of contact for customers, communicated through face-to-face, phone, online and email.
* Organised corporate catering services.
* Responsible for entire sales process including taking orders, processing payments and promoting customer satisfaction.
* Demonstrated my ability to multitask and work under pressure.

### May 2014

## Work Placement - Administrative Assistant / Dillon Eustace

* Filed and organised paperwork pertinent to cases ongoing in the law firm.
* Visited court on several occasions.

### October 2013 – May 2014

## Volunteer Tennis Coach / Kill o’ the Grange National School

* Coached tennis to children aged 7-12 and designed activities to keep them engaged.
* Responsible for accompanying them from school to the courts.

### May 2014

## Volunteer / Team Hope Ireland

* Compiled a database of the schools the charity works with using Excel.
* Provided presentations to primary school classes to raise awareness of the organisation and the issues it tackles.
* Managed social media accounts for the charity.

# Education

### 2020 – 2021

## PgDip Law / Technological University Dublin

Achieved a First Class Honours (Distinction).

### 2016 – 2020

## BA International Psychology / University College Dublin

Achieved a First Class Honours (GPA 3.71).

### 2018 – 2019

## BA Psychology (year of study abroad) / University of Toronto

My GPA was 3.59, equivalent to a 2.1. I was also highly commended for an essay in Women and Gender Studies which is now available for future students to view as a reference paper.

### 2010 – 2016

## Leaving Certificate / St Andrew’s College, Dublin

Leaving Certificate – 550 points

History (A1), Biology (A2), Home Economics (A2), French (A2), Irish (B1), English (B2), Maths (C1) - all higher level.

# Skills & Languages

|  |  |
| --- | --- |
| * Microsoft Office * Legal research and writing * Working under pressure * Communication * Interpersonal skills * Attention to detail * Customer service | * Full driver’s licence * English (native proficiency) * Irish (professional working proficiency) * French (working proficiency) * Spanish (elementary proficiency) |

# Interests

* Travelling to experience new cultures and maintain my proficiency in languages.
* Gym, swimming and hiking
* Cooking and baking
* Playing guitar
* Reading

# References

References available upon request.