‍‍Stephen Miller

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Profile

I am a postgraduate student in UCD in the first year of my law masters. I am an ambitious, analytical student that has sought to pursue a law career throughout my secondary and undergraduate education. As a result, I have a keen interest in understanding the internal workings of a law firm and gaining a foothold in progressing my career. Thesummer internship at Byrne Wallace would be a great opportunity to gain that understanding.

Education

univeristy college dublin – masters in commmon law – september 2017 – present

UNiversity College dublin – bachelor of arts (history) – 2:1 (3.63 Gpa) - September 2014-May 2017

ST GERARD’S SCHOOL, BRAY, CO. WICKLOW – LEAVING CERT – 445 POINTS – SEPTEMBER 2008-MAY 2014

**Core Skills**

* Efficient Organisation and Planning Skills
* High Research and Report Skills
* IT and Computer Hardware Maintenance Skills
* Communication and Presentation Skills
* Problem Solving Skills
* Able to work very well as part of a team
* Quick Scanning and Information Pinpointing Skills
* Resilient to Long Hours
* Strong Leadership Skills

Previous Employment

bartender| Rubikon – UCD CLUBHOUSE BAR | 1st October 2017 - PRESENT

* I am currently a senior bartender and staff supervisor in the UCD Clubhouse Bar.
* I act as a figure of responsibility for other staff to look to in the event of a problem or question or as a point of contact between them and floor managers.
* I assign tasks and positions to staff and ensure the proper and efficient operation of the bar.
* I take responsibility when a problem arises, or if a member of staff has not fulfilled their duties.
* I also take in stock deliveries, review the stock received and sign for it, noting mistakes, if any.
* I employ refined interpersonal and customer service skills in this role, which would transfer well into client and team interaction at Byrne Wallace.

**SERVER**|**PJ CLARKE’S ON THE HUDSON (NYC J1)**|**JUNE 5TH 2017 – AUGUST 15TH 2017**

* I was tasked with generating sales for the restaurant by establishing a rapport with customers and reading them in order to advise them on what dishes and drinks would best suit them.
* I reported sales figures and tip-out records to managers on a nightly basis to record my performance.
* During service time I managed a 10-table section balancing customer service with efficient administrative skills.
* My constant exposure to situations that required strong interpersonal skills to increase sales and support the reputation of the business would also transfer well into the team-based environment at Byrne Wallace.

bartender| TINAKILLY COUNTRY HOUSE HOTEL | 15Th FEBRUARY 2015 – JULY 20TH 2016

* I catered for weddings, restaurant service and bar service and gained my base in interpersonal skills.
* My responsibilities here involved engaging with customers and being a point of contact for all queries rather than solely a bartender.
* I developed my first understanding of workplace etiquette, developed my work ethic through long hours and learned how to work as part of a large team made up of employees of different levels of expertise and authority.

**Interests**

My hobbies include playing sports, namely weekly five-a-side football, and I also undertake fitness programs, regularly attend a gym and cycle casually. One of my proud achievements is having been awarded Footballer of the Year two years in a row in secondary school as our team competed in the Leinster schools league and reached the quarter finals in both years.

Building computer systems is another hobby that I have pursued for three years now, there is an element of creativity in it that keeps drawing me back to it. Building my first computer was also a great achievement for me, moving from learning about the internal workings, to selecting the parts and finally building the finished product is great feeling. I am currently at a point where I can build from memory without resorting to tutorials or other help.

**References**

Dr Niamh Howlin

Lecturer/Professor

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Mr Liam Wilkinson

Manager

The Clubhouse Bar, UCD, Belfield, Dublin 12

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