**Eoin Hartnett**

## 17 Sand Hills, Pollerton, Co. Carlow

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**University college Dublin Law Graduate (BCL)**

Core skills

|  |  |
| --- | --- |
| * *Great interpersonal skills* | * *Data analysis* |
| * *Leadership of projects* | * *Responsive to change* |
| * *Public presentations* | * *Analytical ability* |
| * *Research* | * *Organisation and Multi-tasking* |

Work experience

***bank of ireland***: Dec 2014- july2015

In the beginning i worked in branch banking as the primary cashier and a member of our customer service team. I was responsible for large volumes of cash on a daily basis. I later worked as the lead foreign exchange cashier and lead commercial cashier. Communication skills and excellent customer service were vital to my job as I constantly engaged with customers. At a later stage of employment i was introduced to group audit and helped with regulatory tasks gievn my legal background this was good experience for me.

Other duties include promoting products and actively seeking sales leads. As a direct result of my sales lead performance, I was assigned the role of Referral Champion of my team.)

***James Cody & Sons:*** april 2013- july 2013

In my role as an intern for this law firm I was obligated to perform a wide array of duties that included both solo and team based tasks. A key component of my work centred around the ability to operate computer systems quickly and proficiently. The accurate filing of legal documents and dealing with high end clients. Drafting legal documents which include, among others, briefs, agreements, and appeals .Assisting in preparation of legal motions and arguments. Performing legal research Carrying out investigations to validate or authenticate information. Interviewing clients and witnesses to gather relevant information. Performing various administrative duties such as answering phone calls, letters, and emails.

***River Island:*** september 2013- january 2014

In my role as a sales assistant I was Responsible for assisting customers with merchandise or purchasing questions, and also demonstrating to them how certain products are used. In charge of ensuring that any issues concerning customer care are reported to the Retail Manager and stock taking and managing

***Marathon Moving company:***

In this role I was obliged to engaged with consumers over long periods of time ensuring satisfaction to the highest degree. I was obliged to be physically fit to deal with the heavy lifting involved. I also at times was tasked with warehouse management and was a team leader in respect of large home moves or inter-state jobs.

***UCD STUDENT LEGAL SERVICE:***

In this role I held an advisory position in which I dealt with complaints students may have had in respect of a number of tenancy and employment issues. I would present to them solutions for any issues presented.

Education:

Gaelscoil Eoghain Uí thuairsc 1996-2004

Gaelcholáiste Cheatharlach 2004-2010

University College Dublin 2010-2014 2:1 BCL hons Law

Leaving Certificate

|  |  |  |
| --- | --- | --- |
| SUBJECT | LEVEL | GRADE |
| Irish | Higher | A1 |
| History | Higher | A1 |
| French | Higher | A2 |
| English | Higher | B1 |
| Biology | Higher | B2 |
| Mathematics | Higher | B3 |
| Economics | Higher | A2 |

Achievements

College scholarship based upon academic results.

Clongowes college scholarship

Short listed for bank of Ireland undergraduate gold medal of outstanding work on national level.

Numerous writing merits and awards.

Top 3 in University College law examination results 2011-2012

Completed course in Alternative dispute resolution

ECDL Certificate

Numerous sporting achievements in the fields of GAA, Rugby & Athletics including many national titles.

Vital role in Ucd student legal service

***References***

Avaliable upon request