**PERSONAL DETAILS**

Name: Keith Morgan Address: 7 Oakwood Close

Telephone: 0834201247 Finglas East

Email: keith.morgan7@mail.dcu.ie Dublin 11

**SUMMARY**

Final year law student seeking employment in the legal sector within the Dublin area.

**WORK EXPERIENCE**

Jun 2018 – Sep 2018 Ulster Bank, College Green

Position: **Service Officer** (*Temporary Contract*)

* Use of high-speed sorting machines
* Meeting personal and team daily/weekly targets
* Working within a team
* Working in a highly sensitive environment
* Tasked with sorting large volumes of cash; reconciliation of cash and verification of data
* Responsible for inspecting entire work area at the end of every day; ensure no cash has been misplaced within the area

Jun 2017 – Sep 2017 Ulster Bank, College Green

Position: **Service Officer** (*Temporary Contract*)

Apr 2016 – Sep 2016 Ulster Bank, College Green

Position: **Service Officer** (*Full Time Contract*)

May 2014 – Sep 2014 Aldo Shoes

Position: **Stock Room Associate** *(Part Time)*

* Receipt of deliveries to store
* Organization of stock room

Oct 2011 – Dec 2015 Domino’s Pizza

Position: **Customer Service Representative** *(Part-Time)*

* Worked as part of a team dealing with food preparation, and customer queries
* Gained experience dealing with the public, via telephone and in person
* Dealt with customer complaints and queries
* Experience with cash handling

**EDUCATION**

**Dublin City University**

BCL Law and Society (Final examinations May 2019)

**Griffith College**

Certificate in Office and Administration 2016

**Dublin Business School**

Advanced Diploma Legal Studies 2015

**Beneavin De La Salle College**

Leaving Certificate 2010

**SKILLS**

* Computer skills (Microsoft Office)
* Team Player; work well with others on team-based projects in college

**ACHIEVEMENTS**

* Player of the tournament in 2006 (International Football Tournament, Holland)

**INTERESTS AND HOBBIES**

* Member of the DCU Socio-legal review board (2018-2019)
* Member of the DCU FLAC Society
* Football
	+ Member of Tolka Rovers football club (2000-2010)
	+ Supporter of Tottenham Hotspur

**REFEREES**

Available on request.