

# Alex L.

Looking for work experience in legal area. - Dublin, Ireland

W: <http://www.worky.com/alex-l>

First Class Honours in both LL.M (UCD) and BA in Economics, Politics and Law (DCU).

## Professional Experience

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- 2010 - Present **UCD - Executive Assistant (Full-time)**
- Representing UCD abroad
  - Recruiting foreign students
  - Regulating intake of students to UCD
  - Responsible for admission of students to postgraduate courses
  - Answering phone and emails
  - Verifying and evaluating international qualifications
  - Preparing reports and UCD policies

Key Skills Reports

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- 2010 - 2010 **UCD - Executive Assistant (Part-time)**
- Processing invoices
  - Sorting and scanning documents
  - Answering phone

2007 - 2008 **DCU - Student Ambassador**

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- 2008 - 2008 **Vincent & Beatty Solicitors - Work Experience (Full-time)**
- Attending court and arbitration hearings
  - Preparing documents and reports
  - Sorting documents

## Education and Qualifications

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- 2010 **Masters/PostGrad - LL.M. (Commercial Law) - 1H1**  
**UCD**
- 2009 **Bachelor/Degree - BA in Economics, Politics and Law - 1H1**  
**DCU**
- 2006 **second level/high school education -**  
**Plunket College, Swords Road**

## Additional Information

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### Links

Worky Profile - <http://www.worky.com/alex-l>

Rhythmic gymnastics - [http://www.youtube.com/results?](http://www.youtube.com/results?search_query=rhythmic%20%20gymnastics&search=Search&sa=X&oi=spell&resnum=0&spell=1)

[search\\_query=rhythmic%20%20gymnastics&search=Search&sa=X&oi=spell&resnum=0&spell=1](http://www.youtube.com/results?search_query=rhythmic%20%20gymnastics&search=Search&sa=X&oi=spell&resnum=0&spell=1)

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### Languages

**Ukrainian** - Fluent

**Russian** - Fluent

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**Interests**

Keeping fit  
Enjoy reading various literary genres  
Team leader in student shadowing program and homework club (voluntary work), DCU  
Assistant in social surveying (voluntary work), North Wall Women's Centre

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**Memberships**

worky :)

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**Awards**

Achievements:

Finalist of the International Public Speaking Competition 2004;  
Twice a Student of the Year in Plunket College, 2004/2005 and 2005/2006;  
Best Leaving Certificate Student in Plunket College, 2006;  
Bank of Ireland Millennium Scholar;  
Scored 97% in Business Mathematics (DCU) – highest result in DCU history.

Skills:

Excellent IT operator  
Possess analytical nous and enterprising attitude  
Great team player  
Excellent verbal and written communicator  
Fluent in English, Ukrainian and Russian  
Evaluating International Qualifications (UK NARIC)  
Degree of Deception - Combating Education Fraud (UK NARIC)

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