**Curriculum Vitae- Alexandra Brennan**

**Contact Details:**

* Address: 11 Parklands Lawns Maynooth, Co. Kildare, Ireland.
* DOB: 19/09/2000.
* Mobile : 086 6639811.
* Email: alexandrabrennan5@gmail.com

**Summary:**

* Presentable, confident and extremely motivated individual driven to succeed in any task given with the ability to multitask and work under pressure.

**Certifications:**

* Clifford Chance Cyber Security Global Virtual Internship Programme Certified.
* ClArb- CiA Virtual ADR Experience Programme certified.

**Skills and core competencies.**

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| * Ethics, Professionalism and judgement. * Computer Assistant/IT Support. * Customer Service Skills. * Moot Court skills. * Negotiation and Dispute skills. * Active Listening Skills. * Company Banking. * Teamwork skills. * HACCP trained. | * Mock trial skills. * Organisational skills. * Interpersonal skills. * Computer Imputing data. * Full Irish Driving Licence. * Literacy Skills. * Communication skills. * Reading and writing skills * Company Filing. * Manual Handling. |

**Work Experience:**

1. Maynooth University- IT Services.

* From September 2021 to current.
* Currently working on a part time basis during term time.
* Computer assistant.
* Work on the IT helpdesk (in person/online), helping students/ staff in person with IT queries and servicing the PC’s/ Printers.

1. Carton House- The Carriage House.

* From September 2021 to current.
* Working on a part time basis during term time and full time outside of term time.
* Waitressing in the restaurant, dealing with customers daily.

1. O’Brien’s coffee shop Carton Park Maynooth

* December 2016 to September 2021.
* Worked in the food and beverage service industry on a part time basis during term time.
* Full time outside of term time.

1. Department Of Agriculture, Food and Marine (Civil Service)

* Temporary Clerical Officer.
* part time contract from June 2019-Sept 2019.
* Developed customer IT skills and service skills on the phone, through emails and at client meetings.

**Education**

**Current:**

* I am currently studying The Bachelor of Laws (LLB) in Maynooth University and am in my 3rd year.
* Currently averaging a high 2.1 in my academic studies and hoping to graduate with a 1.1.
* Expected Exam Result:1.1.
* Secondary Education:

1. Institute of Education (2018-2019) Lesson Street. I received all honours in my leaving cert.
2. Colaiste Cois Life (2013-2017) Lucan, I received all honours in my Junior Cert.
3. Fluent in English, Irish and a firm grip of German.

**Achievements and Hobbies.**

* I am a member of the MU law society as well as partaking in FLAC seminars on campus.
* Sports- member of Bear gyms since 2016 and thoroughly enjoy going to bootcamp and exercise classes throughout the week.
* Hobbies- travelling, charity fundraising and a passion for cooking/baking.
* Qualifications- Full Irish Driving licence, Virtual Cyber Security Internship (2022),Dispute/ mediation course (2021).

**References:**

1. Karl Croke- CEO Leaders Moore’s,

0872517603,

[Kcroke@leadersmoores.com](mailto:Kcroke@leadersmoores.com).

1. Siobhan McEneaney-Tighe McEneaney solicitors.

0863963725.

**Alexandra Brennan.**