**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.
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**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.

1. Siobhan McEneaney-Tighe McEneaney solicitors.

0863963725.

**Alexandra Brennan.**