**Ciara Rooney**

**Crooney0202@gmail.com**

**089 600 1292**

Dublin 11

**Experience**

AUGUST 2022 – SEPTEMBER 2023

*Intern* **- Office of the General Solicitor for Minors and Wards of Court, Department of Justice**

* Data entry - Maintained and updated version of case tracking software such as Keyhouse
* Management of Court diary - Ensured solicitors were up to date with their cases as well as ensured they had the correct documents for those cases day to day
* Photocopying and collating
* Appointment scheduling
* Perfecting documents for Court - Editing Affidavits and arranging the swearing of filing of same
* Typing and word processing - Dictating documents such as letters, memo’s, Court attendances, and Statement of Facts
* Sorting and filing - Regular upkeep of assorted files as per case requirement (tax, property, maintenance, etc)
* Record-keeping
* Answering and routing phone calls
* Front desk management
* Attending Court hearings to take minutes and compile reports
* Sorting, scanning and delivering incoming mail and sending outgoing mail - familiar with procedures for DX, Tracked DX and Registered Post
* Preparing and processing bills and other documents such as cheques and payslips

2020 - 2022

*Volunteer -* **The Cat and Dog Protection Association of Ireland**

* Answering and routing phone calls from the public
* Updating and maintaining accurate records of queries and information – necessary appointments, adoption and foster forms and records
* Liaised with senior volunteers regarding transport of animals and vet appointments

**Education**

OCTOBER  2020 - PRESENT

*International Relations -* **Dublin City University**

In final year of a bachelor’s degree – studying politics, economics, law, and security work.

2019 -2020

**The Institute of Education**

2016 - 2019

**St. Mary’s Holy Faith Secondary School, Glasnevin**

**Skills**

* Skilled with Microsoft products
* Trained in Trauma Informed practice and First Aid Response
* Ability to work under pressure - Strategic prioritization of tasks such as dealing with time sensitive Court documents
* Effective Communication - Dealing with the public
* Effective Time Management - Ability to work effectively when within given deadlines
* Leadership Skills - Responsible for handling and managing newly assigned cases and delegating necessary tasks
* Ability to Work in a Team - Ability to coordinate between departments to meet schedules and maintain effective communication within same

**Awards**

2018
Gaisce Bronze Award

2018
Build a Bank AIB