Grace O’Carroll

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EDUCATION

**Trinity College Dublin, School of Law**

September 2020 –

Recipient of the Global Excellence Scholarship

**A.W. Dreyfoos School of the Arts**

August 2016 - June 2020, West Palm Beach, Florida

GPA: 4.6

**Trinity College Dublin STEM Summer Program**

June 2019 - July 2019, Dublin

EXPERIENCE

**Brown Thomas** ­*– Jo Malone*

October 2023 – December 2023

* Help guests find the perfect product for themselves or a gift for others.
* Gift wrapping and all aspects of customer care.
* Operated cash registers and processed transactions.
* Maintained the cleanliness and organization of the display to showcase the products in the best light.

**Starbucks** ­*– Barista*

July 2023 – September 2023

* Greets customers, takes their order, and operates the cash register.
* Creates beverages and delivers them to the customers with grace.
* Prepare food orders.
* Keep the store and drink / food preparation areas clean.

**Le Colonial** *– Host*

June 2023 – July 2023

* Welcoming guests to the establishment and escorting them to the dining room.
* Answer incoming calls to the restaurant and try to help meet each guests needs with the highest quality service.
* Assign guests to tables based on their needs and dining room availability.
* Liaison between the guests, the servers, and the host stand in order for service to run smoothly.

**Metropolitan School of Dance, Dublin** — *Assistant Ballet Teacher*

September 2022 - May 2023

* Instructing preschool through first grade aged children in the art of classical ballet.
* Keeping students focused and happy.
* Greeting children, taking attendance, and answering parent inquiries.

**ffh Management Services, Dublin** — *Legal Intern*

May 2022 - June 2022

* Drafted, reviewed, and revised a wide range of legal documents for the head of legal compliance.
* Conducted legal research regarding data protection, civil, constitutional, and property issues.
* Assisted accounting department with year end financial report.

**S.D. Spady Elementary School (Montessori), Delray Beach, FL** *—**Assistant Paraprofessional**I*

May 2021 - August 2021

* Provide instructional and behavioral support to 3,4, and 5 year old students.
* Advise and assist the lead teacher on Montessori lessons.

**Ocean Ridge, FL** *— Childcare*

June 2016 - August 2020

* Babysitter for many different families.
* Assist them with their homework, play games and sports, manage meal preparation.

**Island Concierge, Ocean Ridge, FL** *— Concierge Services*

January 2017 - September 2020

* Reservations manager including checking in and out.
* Assisting clients with bookings and facilitating excursions.

**Delray Beach Courthouse, Delray Beach, FL** *— Youth Court Juror*

August 2018 - March 2020

* Deciding the consequence of minors who have committed and are charged with a crime, giving them a second chance at their life.
* Working foreperson.

**Habitat for Humanity ReStore, Delray Beach, FL** — *Sales Associate*

November 2019 - March 2020

* Registration of donations.
* Assisting customers with their needs.

**St Joseph’s Church, Delray Beach, FL** — *Camp Counselor*

May 2018 - July 2018

* Assisted in organization of camp.
* Led groups of children through activities.

EXTRACURRICULARS

* Trinity College Dublin Jazz Dance Inters Team
* Trinity College Dublin Law Society
* Trinity College Dublin VDP Charity Society
* Trinity College Dublin Dance Society
* Trinity College Dublin Philosophy Society
* Trinity College Dublin FLAC Society
* Trinity College Dublin Food and Drink Society
* Trinity College Dublin Hiking Society
* Trinity College Dublin Social Tennis Team
* Trinity College Dublin Social Soccer Team

ACHIEVEMENTS

* Global Excellence Scholarship Recipient
* National Honor Society
* National English Honor Society
* National Dance Honor Society
* Outstanding Achievement in Ballet - Southern Dance Theatre
* Outstanding Achievement in Modern - Southern Dance Theatre
* Outstanding Achievement in Jazz - Southern Dance Theatre
* Outstanding Achievement in Hip Hop - Southern Dance Theatre
* Scholastic Gold Key Recipient

SKILLS

* Organization
* Leadership
* Adaptability
* Kind
* Proficient in Microsoft Office
* Problem solving
* Excellent interpersonal skills