**Andrew Synnott**

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**PROFILE**

I am a very responsible and adaptable student who wishes to gain work experience at your firm. This position would be ideal for me, as I wish to develop new skills, while strengthening the ones I already have. I am a energetic and enthusiastic student who enjoys a challenge. My main skills are that I have good Time management skills and that I am good with interacting with people. I also have a clear and logical mind with a practical approach to problem solving. In short, I am reliable, trustworthy and hard working student who is eager to learn.

**CAREER HISTORY**

**Secretary , DJ Synnott Solicitors 01/07/2014**

* My main duties were answering the phones and dealing with clients.
* I also had to organise a database for all the clients at the firm.
* When I had spare time, I would deal with organising all the filing cabinets.

**Achievements:**

I received the Bronze Gaisce Award while I was in transition year. I also helped with the running of the Blackrock College Radio while I was in School. I was in the position of selling advertisement spaces to companies for our radio station.

**EDUCATION & TRAINING**

Blackrock College 2008-2014

Leaving Certificate Results:

Business: A2

Biology: B3

Geography: B2

Agricultural Science: B3

English: C1

Economics: B3

**IT SKILLS**

- I have a lot of experience with all of the Microsoft software, including Microsoft Word, Excel, PowerPoint and Outlook.

- I am also very quick and efficient and typing.

**INTERESTS**

**Sports**

I play ultimate Frisbee once a week and also participate in many of the tournaments. Also, I go to Ben Dunne Gym in Cherrywood when I have spare time from college.