**Curriculum Vitae**

Personal Details

 Angela Sweeney

5 Millbrook Drive

Monksland

Athlone

Co. Roscommon

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 Professional Qualifications

Sept 2011 – 2012: Dublin Institute of Technology, Aungier Street

MA in Law: 2:1 achieved

Sept 2011 – 2012: Dublin Institute of Technology, Aungier Street

LLB: 2.1 achieved

Sept2010 – 2011: Dublin Institute of Technology, Aungier Street

Post Graduate Diploma in Law: 2.1 achieved

Sept 2007 – 2010:Carlow Institute of Technology,

BA in Early Childhood Education and Care: 2.1 achieved

FE1 Examinations

I have successfully passed seven FE1s - Law of Torts, Criminal Law, Property Law, Contract Law, Company Law, Law of Equity and European Union Law.

I am awaiting the results of Constitutional Law sat in October 2015.

Relevant Legal Experience

March 2014 – Present: Legal Aid Board - Athlone Law Centre

Position: Clerical Officer

Duties include

 Using EOS Case Management System

* Answering the main switch board in a professional and efficient manner
* Completing dictations for Solicitors
* Scanning incoming post
* Compiling Brief and Booklets of Pleadings
* Filing
* Uploading applications and means testing applicants
* Delivering and collecting DX

October 2013 to January 2014: Fintan O'Reilly & Co Solicitors

Position: Voluntary Work Experience

Duties include

1. Using Cortbase Case Management System
* Answering the main switch board in a professional and efficient manner
* Completing dictations
* Welcoming clients and continual client care
* Filing
* Making appointments for clients
* Photocopying and scanning documents
* Delivering and collecting DX
* Local hand deliveries

Employment History

March 2012 to August 2013: Hodson Bay Hotel

Position: Reception Supervisor

Duties included; liaising with staff, customers and managers, handling large sums of money, dealing with customer complaints, completing rosters and staff training

October 2011 to March 2012: Bright Horizons Childcare Leopardstown

Position: Childcare Worker in Two’s Room

May 2011 to October 2011: The Ashling Hotel

Position: Shift Leader

September 2006 to May 2011: Hodson Bay Hotel

Position: Senior Receptionist

Achievements

* Mary Fitzgerald Sales Training Course – Reactive Selling
* Hodson Bay Hotel, shortlisted for employee of the month
* Full clean driving license
* Elected as class representative for academic year 2007/2008 in Carlow IT

Hobbies

I enjoy arts and crafts and attending the gym.

References

Available on request