**Anna Peters**

**Date of Birth:** 28/03/1996

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**Education**

**Dublin City University (2014-2017)**

Economics, Politics and Law - 2nd Class Honours Grade 1

**Mount Sackville Secondary School (2008-2014)**

**Previous Work Experience**

**An Sibín, Dunshaughlin- Assistant Manager**

 **(2013-present)**

Five years ago I started in An Sibín as a waitress. I gained very strong relationships with each of the employees and after two years I was appointed the role of an assistant manager. I have benefited from this work as I have been given an opportunity to become a leader. I delegate different tasks among the staff and help organize how the restaurant operates on a day to day basis. As it is a busy restaurant it has also taught me the ability to work under pressure and I believe this ability will be useful working in a top law firm in Ireland.

**Arthur Cox - Paralegal**

**(March 2018-July 2018)**

Working as a paralegal in a top law firm meant I was working with a group of paralegals as well as working closely with associates. I was working on two cases for two large Irish banks which both involved tracker mortgages. I was given the assignment of reviewing our clients documents and then had to evaluate their relevance and mark for privilege. I attended query meetings twice a week which was held by two associates where we got a chance to discuss and ask questions relevant to the case.

**Property Manager**

**(September 2017- March 2018)**

I dealt with seventy five different properties, from apartments to office blocks. I dealt with accounts for these properties and also dealt with the tenants making sure rent is paid on time. If there were any problems with the tenants I made sure these problems were fixed as soon as possible. I also had the duty of dealing with plumbers, electricians and gardeners.

**Arthur Cox - Intern Placement**

**(November 2017- December 2017)**

I worked with a partner in the finance department which gave me an insight into how one of the top law firms in Ireland operates. I also got to witness how the finance department efficiently deal with their massive work load and the pressure they encounter. I drafted documents for different associates and partners and prepared board packs in advance of quarterly board meetings. I also updated statutory records and conducted research on various legal issues and legislation.

**Aldo, Blanchardstown Centre**

**(September 2015-July 2016)**

Whilst working in An Sibín, I was also a sales associate in Aldo which is a retail shop that sells shoes, handbags and jewellery. I had the responsibility of reaching an individual target and group target each shift. For the month of April 2016, I was placed in second place in the world within the Aldo Group for sales performance.

**Scoil Mhuire, Mount Sackville, Chapelizod**

**(April 2012)**

I did a work placement in Scoil Mhuire, Mount Sackville primary school.

**Achievements**

* Achieved an Honours (2.1) Degree in Economics, Politics and Law in Dublin City University which I completed in May 2017.
* Became the first female co-chairperson of the Accounting and Finance Society in DCU.
* Organised DCUs biggest and most successful society ball (1,000 guests) in 2017.
* I was prefect in 6th year in Mount Sackville Secondary School in 2013/2014.
* Captain of school minor hockey team.
* Captain of the school tennis team & tennis Secretary in 5th and 6th year.
* Fully trained in CPR and AED training.
* European Computer Driving Licence (ECDL) in 2012.
* Actively engaged in fund-raising for charities in school and college.
* Full Irish Driving License.