**Anna Wiatrowska**

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**Education**

**Dublin City University 2016 to date**

**Bachelor of Arts, Joint Honours, Law and Media (expected grade: 2.1)**

**1st year overall grade:** 2.1

**2nd year overall grade:** 2.2

**Modules completed so far:**

The Irish Legal System, Legal Research and Methods, Law of Torts, Advanced Torts, Constitutional Law, Criminal Law, Advanced Criminal Law, E.U. Law, Advanced E.U. Law, Contract Law, Advanced Contract Law, Introduction to Communication Studies, History and Structure of Media, Analysing Media Content, Cultural Studies, Social Media and Everyday Life and Media Audiences, Media and Power, Film History and Theory.

**Assessments:**

Group presentations for Introduction to Communication Studies, Cultural Studies and Media Audiences. Great practice of team work and co-operation as well as public speaking.

Group Assignment for Legal Research and Methods. Greatly added to my skills of communication and co-operation in a team.

Individual Assignments for most modules have been improving my research and writing skills.

**Colaiste Bride, Enniscorthy 2011-2016**

Leaving Certificate (505 points)

**Work History**

**Accommodation Supervisor’s Assistant, 2017-present**

**Treacey’s Hotel, Enniscorthy.**

* Firstly, a summer job helping accommodation staff on busy days and deep cleaning the hotel on others.
* Then, offered a weekend position. Now I help my supervisor in checking rooms learning precision and attention to detail.
* Deal with the booking list and ensure all room locations are correct.
* My tasks are to make sure the rooms are cleaned to a high standard, deal with oncoming bookings, change rooms, communicate with reception and the house keeping staff.
* This can often prove challenging with a short time available between the check out and the check-in time, but I really enjoyed the responsibility and challenge of a job which requires critical thinking, organisation and communication.

**Substitute Supervisor May 2018-present**

* Trained to supervise in April 2018
* I worked full time in housekeeping in Treacey’s hotel for the summer holidays. I fill in when supervisor is off and on holidays.
* My tasks are to check rooms and ensure a high standard and an overall good appearance of the room, delegating work to all other housekeeping staff, filling out wage forms, creating orders for linen and cleaning products, decorating rooms for various occasions such as birthdays, closely communicating with reception and sales staff in relation to rooms sold etc.

**The Academy, Dublin 03/2017- 07/2017**

**Online P.R.**

* A small job i undertook while living in Dublin for college until i returned to Wexford for the summer.
* As a part of this job i had to promote and maintain good name of the club, communicate with the P.R team and customers, advertise and share events.
* As a student i was in an advantageous position for this job being part of many clubs and societies. Part of my degree being studying media also benefited me in preforming this job.
* This job allowed me to learn how to work with people as well as learn what appeals to them and how to effectively communicate with them to in order to achieve a desired result.

**English Teacher for a Neighbour 2014-2015**

* While not a proper job i feel it is worth mentioning as it was one of my first attempts at working with people and it has helped me learn more about my interests one being interacting with other people and helping them.
* In this experience i got to teach my neighbour's daughter English as she had only moved to Ireland from Poland and was struggling in Primary School.
* My tasks included preparing exercises for her, explaining things, correcting her etc.
* This required a lot of preparation and organisation which proved to be things i enjoy and am quite good at as part of the job. It had also helped me see that i want to work with people in the future.

**Interests and Achievements**

**Secretary and P.R.O of DCU Karate. 2016-present**

* Organised hoodies for the club last year
* Greatly participated in organising a trip to Galway for the Intervarsities as well as taking part in the competition. The club won the overall competition first time in history of DCU and later in the year we won team of the year at DCU Clubs and Socs Awards.

**Active member of DCU Law society and Media Production Society.**

* I often attend workshops and talks to expand my knowledge

**3 Academic Awards in Secondary School**

**Travel**

**Learning foreign Languages**

* 5 languages in my Leaving Certificate, namely English (fluent), Polish (native), Irish (basic), French (basic), German (basic).
* I hope to continue studying French and German in the near future.

**Full driving Licence since 09-2017**

**References**

Available on request.