**C. V. Anne-Marie Pierse**

**Mobile: 0872615628**

**Email:** [**annemariepierse@gmail.com**](mailto:annemariepierse@gmail.com)

**Current Education:**

Currently, a final year student at the University of Limerick, studying Law and Spanish, with a current QCA of 2.95.

**Previous Education:**

Leaving certificate, completed in Colaiste Ide agus Iosef- Abbeyfeale County Limerick/Limerick Tutorial College, as of September 2020. Total Leaving Certificate Results: 507

**Previous Employment**

***Employment as a Trainee tax adviser at Nyhan tax Advisers 36 Upper Mount Street, Dublin 2 from 16 May 2022 to 20 December 2022 and then part-time* January 2023 to May 2023.**

* I undertook this 7-month work placement as a part of my degree, this placement consisted of working 50-plus hour weeks in a professional office environment.
* Main duties consisted of doing other companies’ payroll, completing, and filing 50 plus income and corporation tax returns and forming companies on the company registration office website.
* As a trainee I got extensive experience in working closely and communicating with clients in a professional manner in person, via phone and email.
* Organising large quantities of confidential information on Onedrive Mircosoft system in an effective manner.
* Working on a small team preparing companies for revenue audits.
* Working closely with the company's lawyer in providing guidance to clients on how to structure the purchase and sale of a business by looking at the seller's debts, liabilities, finances, and assets.
* Working on Excel to compute tax returns and other information as required.
* I continued to work part-time during the college year with Nyhan tax during the college semester from January 2023 to May 2023.

***Part-time work Pierse & Fitzgibbon Solicitors, Listowel, and Volunteering for The Bar of Ireland***

* Various office tasks including reception, answering phones, and organizing filing systems.
* Shadowing solicitors in the High Court in Limerick sitting in on hearings and pre-discussions hearings with clients.
* Voluntary work with the Bar of Ireland assigning and directing disputing parties to rooms during pre-litigation negotiations.

***Employment as an over-the-counter assistant in Scanlon’s Pharmacy Castletroy from 11 November 2021- 1 April 2022.***

* Duties included working 30-hour weekends advising and selling customers the appropriate over-the-counter medication.
* Being a key holder to the shop, opening and closing the shop. Duties included cashing up every evening.
* Organising stock, ordering new stock and medication, and assisting the pharmacist in any way required.
* Running Scanlon’s pharmacy Instagram page.

***Employment in Jack and Jones the Crescent Dooradoyle as a sales assistant from May 2021 -9 November 2021.***

* Duties included meeting customers in a friendly approachable way, ensuring they could find the products they wanted in their correct size, and assisting customers in the fitting rooms.
* Working the tills, completing sales, dealing with cash and card, applying discounts and performing exchanges/refunds etc.
* Opening and closing the shop, setting the security alarm, sending end-of-day reports ensuring daily sales targets are met.
* Supervising and training- in new co-workers, teaching them how to fold and till training.

***Employment in SuperValu Ballybunion. Co Kerry:* Full-time work from early June until mid-September of 2020. Rejoined the team as supervisor from January 2023- to present.**

* Part-time work on Saturdays and Sundays since September 2020, including 4 weeks of full-time hours during the Christmas period. Now weekend supervisor, responsible for closing shifts.
* Current responsibilities include supervising other staff members, balancing all tills at the end of the shift, lodging cash to the ATM, printing progress reports for other employees, and printing lotto reports.
* High-intensity work of up to 60 hours a week during peak seasons.
* Dealing with customers in a fast and effective manner and answering their questions.
* Additional responsibilities included the preparation of deliveries, along with continuous cleaning and sanitation of the premises.

***Extensive work as a Lifeguard in the Aqua dome, Tralee including:* from June 2019 to September 2019**

* The supervision of up to 300 members of the public, ensuring the customers are safe and satisfied at all times.
* Carrying out health and safety procedures around the pool, along with safety precautions within the main building.
* Performing first aid if necessary, ensuring the customer is both satisfied and stable.
* Working as part of a 15-person team with flexible hours and shifts.
* Filling accident report forms to record incidents, which were used to aid me in finding preventative methods to prevent further incidents.

**Personal Skills:**

* Current lifesaving certificate with first aid.
* Responsible and hardworking, traits gained from growing up on a farm.
* An excellent listener, being able to absorb information quickly.
* Experience dealing with the general public and professional clients in a professional, and effective manner.
* Take corrections and manage stress levels well, having extensive hours of work experience.
* A strong leader, can take authority when necessary.
* I have a full Irish driver's license and own my own vehicle.

**References Available upon Request**