**Aoife Keane** [**aoifekeane@gmail.com**](mailto:aoifekeane@gmail.com) **0876529572**

**Profile**

I am awaiting the results of the final 4 FE1s with a plan of obtaining a traineeship in 2017. I have also completed a Masters in Human Resource Management which further piqued my interest and determination to train to be a solicitor. I am looking forward to developing my legal knowledge and to channelling my ambition and hard work into a new career where my skills will be fully utilised.

**Key skills relatable to law**

* Experience working with sensitive and confidential information
* Considerable patience
* Strong planning, organising and monitoring abilities
* Consistent use of initiative to meet and resolve challenges
* Attentiveness to detail
* Exceptional diplomacy
* Proven time management and organisational skills
* Excellent communication, both verbal and written
* Excellent interpersonal skills
* Proven leadership skills
* Excellent analytical ability
* Strong ability to deal with stressful situations in a calm manner and support others at the same time
* Excellent ability to work in difficult and unpredictable circumstances
* Strong ability to multi-task, even in pressurised situations
* Exceptional problem-solving ability
* Good computer skills

**Work Experience**

November 2014 to November 2015: Gheel Autism Services, Fairview

Position: Location Co-ordinator

Day-to-day duties:

* Orientating new staff
* Being the first point of contact for staff and parents queries
* Ensuring new staff are aware of pertinent policies and record keeping
* Conducting interviews for the community employment programme
* Implementing new financial systems at a local level
* Coordinating staff rosters
* Developing a new annual leave system
* Chairing regular staff meetings
* Mediating in the event of staff disagreements

October 2013 to December 2013: Our Ladies Hospice, Harold’s Cross

Position: Work experience in the HR department one day a week

Learning tasks:

* Assessing evaluation forms
* Data inputting
* Training on the recruitment process
* Policy reading
* Observing and learning about disciplinary procedures

July 2004 to present: Gheel Autism Services, Fairview

Position: Social Care Worker

Day-to-day duties:

* Supporting adults on the Autistic Spectrum
* Co-ordinating daily activities
* Implementing the adult education programme
* Dealing with challenging behaviour using low-arousal techniques
* Regularly preparing and serving a two course hot meal for up to fifty people
* Ensuring the correct recording of documentation in accordance with guidelines
* Organising holidays and day trips

**Education**

2015-Present: FE1 exams

Passed first 4 in first sitting – Company, Contract, Equity and Trusts and Criminal. Sitting next 4 in October

2011-2013: National College of Ireland (Part time)

Qualification: MA in Human Resource Management (CIPD accredited)

Qualified with 2.1 honours

2006-2007: Open Training College (Part time)

Qualification: BA in Applied Social Studies

Qualified with 2.2 honours

2005-2006: University College Dublin (Part time)

Qualification: Higher Diploma in Developmental Disability Studies

Qualified with 2.1 honours

1999-2003: American College Dublin

Qualification: BA in Psychology

Qualified with 2.1 honours

**Achievements**

* Won an educational scholarship for The American College Dublin based on creative writing and an interview
* Certified Mediator for the Mediators’ Institute of Ireland

**Interests**

I enjoy cooking, especially baking and love trying new recipes. I appreciate the challenge of Sudoku for developing abilities such as out of the box thinking and forward planning, so I am aiming to improve my skills in that. I also have an interest in rugby and attend games when I can. I actively participate in the building of a community garden in the city centre. In addition, I like to contribute to Trip Advisor and Cruise Critic so that my experiences may help others.

**References**

References available upon request