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DOB: 07/ 09/ 1993

Education:

2013 Leaving Certificate

* 505 Points

2013-2017 University College Dublin (BCL Law with Politics ‘17)

* 2:1 (GPA 3.33)

Experience:

2011-2017: Garvey Group

* I worked in a variety of capacities for the Garvey Group in their SuperValu Dingle store. I worked in the store both full-time and part-time over 6 years. The most challenging task given to me while working for the Garvey Group was the responsibility of Off-Licence Manager. This was a temporary position, acting as maternity cover for the busy summer period. This role required a large amount of organisation, flexibility and adaptability. I was responsible for ordering, stock-taking and visual merchandising.

2015-2016: Careers Officer | UCD Law Society

* I served as Careers Officer for the UCD Law Society for one year. In my capacity as careers officer, I was tasked with organising a number of panel events on campus, and one overseas trip to The Hague. These tasks involved a large amount of planning, research, and creativity. In addition, I was also an active committee member, taking part in many day-to-day society activities. This role taught me valuable skills in teamwork, organisation, communication and time-management. I was part of the committee that won the 2016 Society of the Year.

2016-2017: Music Editor | College Tribune

* I worked as the Music Editor for the UCD College Tribune for one year. Prior to this I was a regularly featured writer in the same publication. My main duties as Editor was the planning of the music section of each issue. This required a large amount of planning, research and networking. I had to plan issues months in advance and organise interviews with top Irish and International acts, as well as smaller up-and-coming artists. I wrote a large amount of material myself. I was responsible for a small writing staff and regularly gave them assignments. I was responsible for proofreading and editing their work. I was part of the editorial team that won Newspaper of the Year in the 2017 Smedia Awards.

2017-Present: Bid Writer | NOONAN Services Group Ltd.

* I am currently employed as a Bid Writer at NOONAN Services Group. As part of my job at NOONAN, I am responsible for writing responses to tenders from potential and recurring clients. This requires a large amount of research and correspondence with the various business units at NOONAN. This a fast paced job, as the turn-over for each response is usually less than two weeks. I have learned valuable skills in general office work, Microsoft Office and teamwork.