39 Willow Drive

Clondalkin

Dublin 22

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# **Education**

Third level: 2013-Present DIT, Aungier Street, Dublin

 2008-2012 NUI Maynooth, Kildare

Secondary School: 2003-2008 Coláiste Bríde, Clondalkin, Dublin 22

Primary School: 1995-2003 Sacred Heart Sruleen, Clondalkin, Dublin 22

# **Qualifications**

**2013-Present: Postgraduate Diploma in Law, DIT**

**Grade – 2.1**

My areas of study in this course are:

* **Core Legal Skills**
* **Contract Law**
* **Media and Intellectual Property Law**
* **Criminal Law**
* **Company Law**
* **Property Law**

**2011-2012: Master of Arts in Historic House Studies, NUI Maynooth**

**Grade - 2.2**

For the duration of this course I had to choose a topic to complete a thesis on it within this area of study.

**2008-2011: Bachelor of Arts, NUI Maynooth**

**Grade – 2.2**

* Geography Research and Analysis
* Medical and Healthcare Geography
* Global Foodscapes
* Urban Planning and Property Development
* Education
* Europe in the 19th and 20th Century
* The Decorative Arts
* Church Architecture
* Geomorphology
* Hydrology
* Social Geography
* History of Suicide
* Climate Change
* Earth Science
* Human Geography
* Historical Surveying
* Calculus 1 & 2
* Linear Algebra
* Data Analysis

**2003-2008 Coláiste Bríde, Clondalkin, Dublin 22.**

**Leaving certificate: 425**

# **Work Experience**

**June 2014-Present - Schuh Ltd, Deputy Manager**

My role within this position involves managing the day-to-day running of the store and stepping up to manage all aspects of the store whenever my senior managers are not there.

Responsibilities:

* Taking responsibility for junior members of management
* Attending company run training days
* Dealing with all personnel issues in store and making sure that all personnel details are up-to-date
* Liaising with a multitude of company departments and maintaining good communication with my store and regional manager
* Planning rotas and controlling wage costs in store

Achievements:

* Won a spot at the S/S 2015 Range Review by beating all sales targets
* Chosen to attend the Management Essentials course by my regional manager

**2013- June 2014 -Trainee manager**

Duties include:

* Hiring and training new staff
* Training current staff
* Carrying out disciplinary meetings
* Maintaining high levels of customer service
* Dealing with customer complaints
* Merchandising the shop floor
* Planning the seasonal sale in store

Achievements:

* Completed my training folder within 6months (allowed up to 9months usually)
* Completed a project chosen by my regional manager which was then rolled out across the region
* Due to my work ethic I was promoted very quickly by my regional manager

**2009-2013 -Sales assistant**

During my time as a sales assistant I was chosen to participate in two store openings and was trained in order to go for management positions.

**2004-2007 Clondalkin Youth Service**

*Junior leader (volunteer)*

Duties include:

* Helping set up and run activities.
* Helping the fulltime staff to keep kids safe during activities.
* Interacting with the children and adults during activities.

# **Training**

Throughout my career I have had extensive training which include:

* Health and Safety
* Disciplinary training
* Performance Management
* Training Skills
* Recruitment training and management
* Management Essentials
* Managing Management

# **Referees**

Available on request.