

## CURRICULUM VITAE

NAME	<b><u>BETH CREANER</u></b>
RESIDES	Dublin
PROFILE	An enthusiastic, self-motivated individual, driven to succeed in any environment. Works strongly as part of a team and is quick to learn both simple and complex operations, welcoming responsibility.
EDUCATION	<p>Northumbria University (2016) B.A. (Hons) Law with Business Modules including:</p> <ul style="list-style-type: none"><li>• Business Processes</li><li>• Business Management</li><li>• Human Resource Management</li><li>• Intellectual Property Law</li><li>• European Law</li><li>• Employment Law</li><li>• Business Law</li></ul> <p>Shimna Integrated College (2012) A Levels:</p> <ul style="list-style-type: none"><li>• B – Business Studies</li><li>• B – Geography</li><li>• C – Psychology</li></ul> <p>Down High School (2010) GCSE 10 GCSE's. Grades B-C including Mathematics and English.</p>
CAREER HISTORY	
Sept '19 – Present	<p><b>NTMA</b> Legal Secretary</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"><li>• Providing day to day business support to litigation solicitors in the performance of their duties</li><li>• Typing, to include letters, attendance notes and memoranda.</li><li>• Preparing papers for counsel and/or witnesses and for Court.</li><li>• Diary management of motions, hearings and review dates.</li><li>• Scheduling appointments and co-ordinating meetings.</li><li>• Organisation and maintenance of case files and general filing management</li></ul>
July '18 – August '19	<p><b>BYRNE WALLACE SOLICITORS</b> Legal Secretary</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"><li>• Drafting client documentation using Microsoft Office at an advanced level.</li><li>• Interacting with solicitors to provide excellent service to clients.</li><li>• Using excellent organisational skills to manage solicitors' calendars.</li><li>• Drafting counsel briefs and other legal documents to lodge in court.</li></ul>
Jan '18 – June '18	<p><b>BINH MINH EDUCATION</b> English teacher</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"><li>• Providing English instruction to classes and individual students in both schools and private settings</li></ul>

## CURRICULUM VITAE

- Both following a curriculum and creating own curriculum depending on the circumstances to make lesson plans that are unique and engaging for both young and older learners
- Creating a comfortable environment for learners to actively participate and enjoy learning a new language at all levels

Jan '17 – Jan '18

### **O'HARE SOLICITORS**

Legal secretary

Responsibilities included:

- Providing direct support to enable principal to operate at optimum efficiency
- This includes a high degree of self-management and initiative
- Daily tasks include but are not limited to word processing preparing correspondence, filing, arranging appointments and preparation of legal documents

Oct '15 – Jan '17

### **OLI AND JOES**

Assistant Manager

Responsibilities included:

- Working within a team to deliver excellent customer service, while prioritizing tasks such as stock levels and table plans
- Preparing desserts, coffees and drinks rapidly and to a high standard
- Answering phone calls and dealing with customer complaints to ensure all customers depart satisfied
- Working with suppliers to negotiate best value for money
- Following legal framework to recruit new employees

Feb '14 – Oct '15

### **ZAZA BAZAAR**

Supervisor/Marketing Director

Responsibilities included:

- To ensure smooth running of restaurant
- Directing staff to ensure daily tasks are completed to a high standard and in the most efficient manner
- Working in the office organising events, marketing, taking phone calls, filing paper work and keeping accurate employee records
- Ensuring all legal requirements are met during the recruitment process
- Processing monthly wages using SAGE and complying with HMRC legislation

May '10 – Feb '14

### **VILLA VINCI**

Head waitress

Responsibilities included:

- Working with bar staff to prepare beverages including coffees, cocktails and desserts
- Using initiative to prioritise tasks such as stock levels and table plans

ACHIEVEMENTS

- Full clean driving license held since 2010
- Silver Duke of Edinburgh Award

INTERESTS

I enjoy running, cooking, reading and volunteering in spare time.

SYSTEMS EXPERIENCE

**Confident user of all Office applications, email and internet.**