

Brigid Gavin

Curriculum Vitae

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Education

2014 - 2016: Graduate Diploma in Law, University of Huddersfield

Elected thesis - Medical Law - First Class Honours

Equity and Trusts - First Class Honours

Tort Law - 2.1

2013 - 2014 : Diploma in Digital Marketing and Social Media Marketing.

European Institute of Communications, Pembroke Road, Ballsbridge, Dublin 4
First Class Honours

2012 -2013: Diploma In Public Relations
College of Further Education, Rathmines College, Townhall, Rathmines, Dublin 6.
Second Class Honours

2008 -2012: B.A in Tourism Management
Dublin Institute of Technology, Cathal Brugha Street, Dublin 1.

2008 Leaving Certificate
St. Conleths College, Clyde Road, Dublin
4. Loreto College St.Stephens Green, Dublin

Work Experience

TCD : Research Assistant, Logistics and Management School of Medicine, TCD
Management of multidisciplinary research initiatives, logistics management, public outreach programme, integration & coordination of activities between research groups, service uses & the voluntary sector
Protocol development & submission of documents for approval by research & ethics committees

Nov '14 - Jan '15 Sales Advisor, River Island, Kingsgate, Huddersfield
➤ Operated POS systems
➤ Delivered specialist customer service and fashion advice
➤ Successfully worked as part of a team
➤ Gained knowledge and experience within fashion retail

Sept '13 - August '14 Research and Administrative Assistant - Academic Unit of Neurology, School of Medicine, Biomedical Sciences Institute,

Trinity College Dublin, 152-160 Pearse Street, Dublin 2.

- Adhering to data collection and management procedures to prepare collect, record and input research data.
- Managing project files and project related calls.
- Logistics management
- Providing PR support & outreach

May '13 - Aug '13 Marketing and Public Relations Intern- Wide AwakeCommunication Ltd., 26 Upper Pembroke Street, Dublin 2.

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- Development of marketing material and other product corporate literature.
- Development of skills in market research in the form of surveys.
- Composition of documents on topics such as targeting tourists and senior citizens for the theatre.
- Targetting corporate companies with an implementation strategy.
- Updating of internal displays.
- Creation of databases for media and corporate contact lists.
- Training in the general administration of a producing theatre.

Jan'13 - May'13 Public Relations Intern -Migraine Association of Ireland, Unit 14, Block 5, Port Tunnel Business Park, Clonshaugh, Dublin 17.

- Development of PR programmes
- Construction of applications for funding and monitoring.
- Updating of company website and social media presence.
- Compilation of monthly updates for members.
- Monitoring of online publications and blogs.
- Creation and distribution of Press Releases to Irish Media contacts, and general office administration.

Aug '11 - May '12 Retail Assistant, Hodges Figgis Bookshop, DCU, Glasnevin, Dublin 9

- Ensuring the smooth running of daily bookshop transactions
- Providing a pleasant environment and courteous point of contact duties and Responsibilities
- Undertaking the accurate processing of sales of bookshop merchandise through the correct use of the EPOS system
- Accurately checking daily floats and reconciliation of the daily takings
- Ensuring the security of stock, keys and cash, maintaining continual visual surveillance at all at all times, reporting any event of or intention to theft/vandalism/malicious damage or violence to the Duty Manager immediately
- Undertaking administrative and clerical duties for the efficient running of the Bookshop, including, maintaining accurate documentation relating to customer orders, accounts, stock orders, stock returns, EPOS databases and assist with stocktaking.
- Providing a welcoming environment
- Providing excellent customer service, supplying visitors with information and advice in relation to the bookshop's services, answering enquiries in person, by phone or in writing in line with Hodges Figgis' customer service policy
- Providing customer service activities including assisting

customers
with the selection and location of books

- Receiving requests for special orders and contact customers regarding arrival or delay; convey information regarding special orders to buyers.

Feb'11 - Aug'11 **Trainee Tourism Manager- Gloria Palace Hotel, San Agustin, Gran Canaria.**

- Developed a thorough knowledge and understanding of all standards of performance and delivery within all front office departments
- Built on existing clerical skills including word processing, operating the switchboard, photocopier and fax machine.
- Liaised with other departments of the hotel such as housekeeping staff to determine when a room is available for use and with porters to give assistance to guests.
- Became familiar with handling cash, credit cards, cheques and foreign currency.
- Improved secretarial and typing skills.
- Became expert in anticipating guest needs and ensuring service was provided to the level they require and beyond their expectations.
- Worked on my own initiative and within a team.

June'10-Aug'10

Waitress - The Radisson Hotel, Malta.

- Gained specialist skills in customer service.
- Established and Maintained Interpersonal Relationship by developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicated with supervisors, co-workers and customers.
- Handled and moved objects including banqueting furniture.
- Performed general physical activities such as carrying multiple plates, and moving materials.
- Made decisions and improved problem solving skills.
- Became expert in social perceptiveness.

Jan'07 - July '07 **Administrative Assistant - Irish Motor Neurone Disease Research Foundation, Beaumont Hospital, Beaumont Rd, Dublin 9.**

- Participated in fundraising activities for the Irish Motor Neurone Disease Research Foundation.
- Generated public interest in a charitable cause.
- Assisted with general administrative duties including answering telephone queries, taking messages, filing and managing research information.
- Developed successful time management skills in order to combine full time study with part time employment

Achievements and Hobbies

Have travelled extensively in Europe, North America and the Caribbean.
An accomplished equestrian, having won a number of titles during my teenage years.

References

Mark Heverin, Research Manager, School of Medicine, Trinity College Dublin
Grace O'Mahony, Solicitor, Central Bank of Ireland
Dr. Michael Walsh, Internal Investments and Underwriting

