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|  Caitlyn HannonCloghbally Upper Mullagh Co. Cavan A82 H103 . 0873825615caitlynhannon1206@gmail.com |
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# Education

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| September 2022-Present Bachelor of Civil Law with Arts (LAW and Finance), Maynooth University, Co. Kildare September 2021 – June 2022Buisness Studies level 5 plc, Cavan Institute, Co. Cavan **Bookkeeping: Merit Work Experience: Merit** **Accounting: Merit Spreadsheets: Merit** **Word processing: Merit Business Administration: Merit** **Communications: Merit**  |
| September 2015- June 2021Virginia College, Virgnina Co. Cavan **Leaving Certificate** |

# EXPERIENCE

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| Period of Employment: December 2020 - PresentWaitress, Headfort Arms HotelHeadfort Arms Hotel, Headfort P1, townparks, Kells, Co. Meath A82 D2C1**Duties:** 1. Worked to serve at various functions and day-to-day food service.
2. Was fully trained to work as a barista for the hotel’s café, Café Therese.
3. Worked in the hotel’s nightclub, which served as a very fast-paced working environment.

**PERIOD OF EMPLOYMENT: JUNE 2024 – 1ST SEPTEMBER 2024** **PATRICK J. CAROLAN & CO SOLICITORS** THOMAS STREET, BAILIEBOROUGH, CO. CAVAN **Duties:**1. Scanning and copying documents.
2. Drafted letters for clients.
3. Writing up Schedules and Exhibits.
4. Creating spreadsheets for files.
5. Archiving files once cases were closed.
6. Reception, where I was answering calls and queries for clients in relation to their case.
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# Skills

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| * Barista trained and being able to cater to the hotels four-star standard of beverages.
* Being able to work in a quick pace environment due to my work in the nightclub and food service of the hotel.
* Competent use of BigHand for dictation.
* Basic understanding of LEAP
 | * Having good customer communications and relations.
* Good team working skills.
* Having good comprehension of dealing with money / cash registers.
* Competent understanding and use of Excel, Word.
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# ACTIVITIES/ACHIEVEMENTS

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**University**: I am currently undertaking the Bloomberg Finance Fundamental Certificate and the Bloomberg Market Concept: Fixed Income Markets Certificate.

**Headfort Arms Hotel Employee of the year 2023**

**Completed Safe food Training**

**School:** I achieved the bronze Gaisce award in 2018, as well as the Gold Fáinne badge for my fluency in Irish. Future leaders’ program that was run to develop leadership skills in football, coaching and decision-making skills, while also looking at nutrition.

**Other:** I spend a lot of my spare time going to the gym as I like to stay fit and healthy. I like to use the gym as a space to focus on myself and to take time away from work and college. I also like to hang out with my family and friends.

**References**

**Des McDermott (Food and Beverage manager, Café Therese)**: 087 176 2901

**Deborah Healy (Duty Manager, Café Therese):** 083 438 1232

**Eamon Carolan (Partner, Patrick J. Carolan & Co):** 087 687 6686 **Office Tel:** 042 966 5377