

## Resume - Charlotte Kirby

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Co.Kildare

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**D.O.B:** 7/6/1994

### Educational Details

**University:** Trinity College Dublin – Law

**Exam Results:** 2.1

**Secondary School:** St Joseph’s College, Lucan, Co. Dublin

**Leaving Cert Results:** 545

English	H	A1
History	H	A1
Classical Studies	H	A1
Biology	H	B3
Irish	H	B1
Maths	H	D2
Italian	H	B2

### Work Experience

**June 2016 to July 2016: James Watters & Co Solicitors – Intern**

Responsibilities: I was an intern in this Solicitors firm for six weeks. I met with clients and sat in on consultations, attended two hearings at the Refugee Appeals Tribunal where I was in charge of keeping the minutes of the meeting. I undertook various secretarial duties such as filing, taking phone calls, responding to e-mails, arranging meetings with clients and drafting submissions and Leave to Remain applications. At the end of the internship I was also entrusted to conduct a consultation with another intern and set up another appointment.

**November 2015 to Present: Eason, Liffey Valley, Dublin – Sales Assistant**

Responsibilities: Operating the cash register, handling cash, debit and credit card transactions, closing the registers, counting and recording cash at the end of the shift, handling customer queries and complaints, organizing displays, recording stock.

**September 2015 to November 2015: Halo Café, Celbridge, Kildare**

Responsibilities: Working in a busy bistro type café serving breakfast, lunch and dinner with a strong emphasis on customer service, working with a team of between 4 and 7 people. Taking orders and serving food and drink, in addition to cleaning and tidying. I have been trained in Barista work and operating the register.

**May 2015 to September 2015: J1 Visa- SeaWorld, San Diego California – Food and Beverage Hostess**

Responsibilities: Working on specialty food carts such as ‘Gourmet Grilled Cheese’ and ‘Stir Fry Grill’. Managed a float of \$300 and generated turnover of \$2000 per day. Preparing, cooking and serving meals for up to 200 customers daily. Received commendations for my customer service and work from the Culinary Operations President.

**June 2014 to November 2014: Foley’s Pub Baggot Street, Dublin - Lounge Staff**

Responsibilities: Taking customers orders and serving food and drink. Managing a €50 float.

**2013-Present: University- Trinity College Dublin, Dublin 2.**

- Student at Irelands leading Law School
- Member of the college Saint Vincent de Paul society- attend events and help fundraise

- Member of the TCD Law Soc- help out with recruitment drive during the first week of term and events throughout the college year
- Swimming and Gym classes

**2007-2013: Secondary School- St. Josephs College, Lucan. Co. Dublin.**

- Member of the Irish Debating Team
- Lead role in the annual school musical
- Member and Captain of the Gluais Leadership Programme for mentoring Junior Students
- Prefect
- ECDL Computer Skills Certificate
- Member and Captain of the Soccer team
- Played badminton and table tennis

**Hobbies and Interests:**

- Swimming
- Attending pilates classes
- Attending yoga classes
- Travel
- Interested in History
- Running

**Transition Year Work Experience 2010-2011:**

- Scoil Mochua Primary School: Volunteer work, every Wednesday, helping children with reading and writing, supervising classes.
- Irish Independent, Talbot Street
- The Hermitage Medical Clinic