**CIARA LENNON**

7 Woodlands,

Greystones,

Co. Wicklow

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***KEY ATTRIBUTES***

An enthusiastic individual seeking a part time placement position.

I have a great ability to communicate with people at all levels and to work both as a team member and individually. I was a senior prefect in 5th and 6th year, I obtained the Bronze Gaisce award whilst in Transition year.

***WORK EXPERIENCE***

Over the past few months I gained work experience in a Legal Costs Accountants, McCann & Associates. Whilst working for this firm I grasped some understanding of the legal profession. I assisted in many different roles whilst working for the firm, I gained experience in typing dictations, answering phone calls, inputting data into the computer software and also typing emails and invoices.

I have worked in the St. Vincent de Paul charity shop, voluntarily, gaining experience working on the cash register, dealing with customers and assisting staff.

I worked in Schnittger Property Management Ltd covering for holiday leave. Whilst working for this firm I gained experience in invoicing, data input, and organising files.

***EDUCATION***

*Primary School:* St. Brigid’s National School, Greystones, Co. Wicklow.

*Secondary School:* St. David’s Holy Faith Secondary School, Greystones, Co. Wicklow.

*Subject now being studied* - 1st Year LL.B. in Law in Griffith College, Dublin.

6 Honours in the Leaving Cert in the subjects English, Irish, Geography, Economics, Home Economics and Spanish and a pass in Honours Maths.

***ACTIVITIES AND INTERESTS***

During my spare time I enjoy playing golf, reading, & attending the gym. I am a member in Charlesland Golf Club, representing the club on many teams and in particular I was last year’s Junior Girls Captain. This job required me to encourage all the junior girls and to also talk and meet with many people to organise many competitions.