***Ciaran Kenny – Curriculum Vitae***

**Education**

2015 – Present Maynooth University, Maynooth, Co. Kildare.

LLB – Fourth Year Student.

2009 – 2015 St. Eunan’s College, Letterkenny, Co. Donegal.

**Work Experience**

**June – August 2018 Summer Placement, Donegal Local Enterprise Office**

The Donegal Local Enterprise Office is a branch of the Donegal County Council which promotes entrepreneurship and the formation of new businesses in Donegal and provides a wide range of supports and services to existing Small to Medium Enterprises in the county.

Role included:

* General administrative duties, including filing, working with spreadsheets, word processing, and handling enquiries from the public.
* Organised events and workshops which took place inside and outside of the office to promote local business.
* Heavy involvement in the Enterprise Europe Network (EEN), a support network to enable small to medium sized enterprises make international business connections. As the Donegal LEO was the National Coordinator for the EEN, I had duties ranging from assisting other LEOs with queries relating to the programme, registering local businesses into the network, and supporting local and national enterprises in making international connections.
* Drafted a survey on the extent to which Donegal enterprises engaged in the importing and exporting of goods, which was used to highlight local enterprises most in need of Brexit-related supports.

**January – December 2017 Porter/Waiter/Barman, Mount Errigal Hotel, Letterkenny**

The Mount Errigal Hotel is a busy hotel in Letterkenny which contains over 140 guestrooms and hosts a large number of functions, such as weddings, meetings and conferences.

Role included:

* Served customers and managed tills.
* Aided customers with queries and complaints.
* Worked in an efficient manner with other waiting staff, bar staff, and porters.
* Regularly organised and arranged rooms for weddings, meetings, and other large functions.
* Conducted regular stocktakes.

**June 2016 - September 2017 Secretary, Glen Estates, Letterkenny.**

Established in 2013, Glen Estates is a sales and letting agents in Letterkenny and is Donegal’s fastest growing independent estate agent. I worked in Glen Estates during my summer break in 2016 and 2017.

Role included:

* Administrative and clerical work, which involved working with spreadsheets, filing, creating advertisements for properties that were on sale or for rent, and word processing along with updating various social media sites.
* Assisting customers who came into the office with queries, as well as those who made enquiries about the availability of properties via phone or email.
* Handling cash deposits and rent payments made by customers and lodging them into the bank.
* Use of initiative to increase the usage and effectiveness of social media accounts and in-office software.

**Additional Skills**

**IT** – Completed a GCSE in the subject in 2013 and have substantial experience with IT from my prior employments.

**Interpersonal** – Strong communication, teamwork, and leadership skills from previous employments and partaking in group-based assignments in college.

**Organisational** – Experienced at time management and prioritising tasks to meet deadlines.

**Achievements**

* Achieved an Academic Excellence Award for each year of study in St. Eunan’s College.
* Received an Entrance Scholarship to Maynooth University on account of my Leaving Cert Results.
* Received the Bloomsbury Prize for Best First Year Law Student in Maynooth University in 2016.

**Interests**

* Keen follower of the Irish soccer team. I am a member of the Derry Republic of Ireland Soccer Supporters Club and attend home and away games.
* Strong interest in travelling and exploring new places.
* Interest in current affairs, and I am a previous member of the Maynooth Debating Society.
* Participated in charitable fundraisers and events, such as Darkness into Light and Relay for Life, and have volunteered in a charity shop in Letterkenny.

**Referees**

The following are available on request:

* Gareth McLarnon, Glen Estates, Letterkenny, Co. Donegal.
* Dr Clíodhna Murphy, Lecturer in Law, Maynooth University, Maynooth, Co. Kildare.