**Claire Cosgrave.**

15 Fairways Green, Glasnevin, Dublin 11.

clairecosgarve@hotmail.com

083 323 9243.

**Employment History.**

November 2018- Present**.  Zadig and Voltaire, Brown Thomas, Grafton Street.**

**Sales Assistant.**

* Aid customers with their personal shopping needs, both while they were in store and over the phone.
* Gained extensive experience in the company’s stock room in the areas of accepting deliveries, conducting transfers and tagging the items delivered.
* Trained on operating the store’s tills: balanced the till at the end of my shifts and completed the end of day reports for head office.

May 2017 – December 2017 **- Tesco Express, 18-19 College Green, Dublin 2.**

**Customer Assistant.**

* Operated cash tills and lottery machines: balanced till and self-service machines at the end of shifts and aided in completing the end of day records.
* Gained experience in the company’s warehouse and also worked with my colleagues to ensure products were displayed and attractively merchandised.
* Worked productively in coalition with my co-workers to assist the customers with any and all needs in the up most respectful manner to always deliver a positive and enjoyable experience.

July 2016- May 2017**- A.C.E.R Ltd, Tyone House, St Margaret’s, Co. Dublin.**

**Junior Office Worker.**

* Carried out office work which included filing, answering calls and following up with creditors.
* Developed relationship management skills, organizational skills and was taught the importance of paying attention to fine detail.
* Most significantly my interaction with clients taught me the importance of being confident enough to act on my own capabilities.
* Importance of asking questions when unsure.

**Voluntary Work.**

**Sept 2014 –  June 2015   -    Marian House, Holy Faith Sisters, Glasnevin, Dublin 11.**

* After my aunt was diagnosed with acute frontal lobe dementia, I began to volunteer in a local nursing home in my area, which primarily caters to those suffering from Alzheimer’s disease, in order to gain better insight into the disease.
* During my time there, I organized a variety of activities for the residents I believed they would enjoy and bring some light to their day. This varied from music, poetry, painting and walks around the convent grounds.
* The time I spent with the residents of Marian House, and their families, truly left an imprint on me and

**Achievements.**

**Sept 2015 – June 2016 - School Prefect in 6th Year**

Mentored a class of first year students to ensure their smooth transition into second level education. This involved meeting the first year class I was assigned on a weekly basis and aid them with any difficulties they were having, both personal and academic.

**2016 – Awarded the TULSA Unbroken School Attendance Award.**

 **Interests and hobbies.**

**Blog author:**

https://clairecosgrave.blogspot.com/

**Member of DCU’s Law Society:**I have been a member of DCU’s Law Society for the past three years and have tried to be as active in the society as possible.

**Sport:**Current member of DCU sport and attend 3-4 times weekly.