**Clara Doyle**

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Phone Number: 0851981880

Age: 19

Date of Birth: 03/10/1997

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**Education**

2015 – Present: Dublin City University (DCU)

Bachelor of Civil Law

Year 1:

|  |  |  |
| --- | --- | --- |
| **Subject** | **Percentage** | **Grade** |
| Law of Torts | 70 | 1:1 |
| Comparative Law | 70 | 1:1 |
| Constitutional Law | 67 | 2:1 |
| Advanced Torts | 66 | 2:1 |
| Advanced Criminal Law | 65 | 2:1 |
| Criminal Law | 64 | 2:1 |
| Foundations of Law and Legal Research | 62 | 2:1 |
| Public International Law | 61 | 2:1 |
| The Irish Legal System | 54 | 2:2 |

2010 – 2015: Loreto College Swords

Leaving Certificate

**Leaving Certificate Points**: 440

|  |  |  |
| --- | --- | --- |
| History | Higher level | A |
| English | Higher level | B |
| Geography | Higher level | B |
| Business | Higher level | C |
| Irish | Higher level | C |
| French | Higher level | D |
| Maths | Ordinary level | C |

**Junior Certificate Results**

|  |  |  |
| --- | --- | --- |
| English | Higher Level | A |
| Home Economics | Higher Level | A |
| CSPE | Higher Level | A |
| Religion | Higher Level | A |
| Business | Higher Level | B |
| History | Higher Level | B |
| Geography | Higher Level | B |
| French | Higher Level | C |
| Irish | Higher Level | C |
| Maths | Higher Level | C |
| Science | Higher Level | C |

**Achievements:** Academic Achievement Award – Loreto College

**Work Experience**

May 2016 – Present

Sixt Rent a Car Dublin Airport - Car Rental Sales Agent

**Duties**

* Greeting customers professionally
* Qualifying each customer using the company’s rental requirement terms and conditions.
* Preparing rental contracts and ensuring all details are correct.
* Effectively communicating and offering products and services to customers and potential customers to meet their wants and needs
* Working in a fast paced sales environment while maximising the revenue on every rental agreement
* Reviewing rental parameters with each customer, ensuring customer understanding of terms of contract and service charges
* Monitoring the condition and road worthiness of vehicles
* Processing payments and receipting deposits
* Completing daily tasks and reporting to the Supervisor and Manager
* Answering phone calls and assisting customers in a helpful and friendly manner
* Professionally resolving customer issues and complaints

June 2014 – August 2014

June 2015 – August 2015

Receptionist at David Moore Photography (Trim, Co. Meath)

**Duties**

* Meeting with potential customers.
* Booking appointments.
* Taking and receipting deposits.
* Receiving deliveries, couriers, incoming faxes and emails, arranging distribution to recipients.
* Assisting photography shoots.
* Effectively& professionally answering the telephone and dealing with enquiries.
* Updating website.
* Logging information on calls received and maintaining detailed records.
* Typing letters, reports and other documents.
* Ensuring that the reception and studio area were clean and welcoming.
* Scanning documents.
* Filing documents

**Areas of expertise**

* Customer service
* Strong face to face skills
* Administrative tasks
* Computer literacy
* Sales

**Computer Skills:**

* Microsoft Excel
* Microsoft Word
* Microsoft Office
* Microsoft Power Point
* Typing - Characters per minute: 262

Words per minute: 52

* Chrome
* Internet
* Dataease
* Windows

**PERSONAL SKILLS**

* Quick learner
* Intelligent
* Excellent organisational skills
* Good time keeper
* Ability to work on own and part of a team
* Flexible and able to adapt easily to new situations
* Self-motivated

**Hobbies and interests**

**Present:**

• Member of Amnesty International.

• Member of the Law Society DCU

• Member of FLAC Society DCU

• Member of the (ELSA) European Law Students

Association

**Previous:**

• Member of the Acting Academy

• Member of Fingallians GAA club

• Member of JPIC (Justice, Peace and Integrity of

Cooperation) Loreto College

• Member of Saint Vincent de Paul Group Loreto College

•Team Leader of Localise – Youth and Community

Development Organisation

**Referees available on request.**