Doireann McCarthy

**PERSONAL INFORMATION**

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Date of Birth: 10/11/97

Nationality: Irish

 **SUMMARY**

I’m a highly motivated and enthusiastic person, and although I have ambitious goals, I understand the value of hard work and am interested in a career where I can prove my worth. I am adaptable and organised with the ability to multitask and can approach any situation with a positive outlook. My broad work experience has enabled me to develop a versatile skill set, especially strong interpersonal skills, which my involvement in mentoring and teamwork activities throughout my education have allowed me to develop. My experience of living in another European country on two occasions has given me a unique international perspective and encouraged my thirst for knowledge, along with providing the basis for my passion for languages.

 **KEY SKILLS**

Interpersonal Skills Customer Relations Communication Skills

Time Management IT Skills Foundation in Legal Studies

Language Skills Teamwork Skills Social Media & Networking

 Research Skills

**EDUCATION**

* Law L.L.B. in Trinity College Dublin, 2015- present
* St. Declan’s Community College, Kilmacthomas, Co. Waterford, 2009-2015

**WORK EXPERIENCE**

**October- April 2012 French Teacher Seafield National School, Bunmahon**

* As part of my Gaisce Bronze Award I taught 5th and 6th class Primary school students French.
* This involved:
	+ Constructing lesson plans
	+ Organizing and providing the students with the necessary materials and resources
* I learned how to effectively lead groups, work to deadlines and capture the attention and interest of the students.

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| **November 2012 Set Design The Late Late Toy Show** |
| * I assisted the set designers in creating the stage for the 2012 Late Late Toy Show.
* This involved:
* Working with arts and crafts.
* Organizing and displaying decorations.
* Helping to ensure the smooth running of the show.
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| **December 2012 Art Gallery Work The Doorway Gallery** * Tasks included:
* Manning the front desk.
* Answering phone calls.
* Attending to customers’ needs and enquiries on artists and their work.
* Liaison with the gallery owner, keeping her informed on the events of the day while she was absent.
* Helped organize a Christmas Art Exhibition.

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| **July- September 2015****June- September 2016 Server/ Shop Assistant Indulge Gourmet Foods, Dunmore East**  |
| * I had to communicate effectively with my colleagues in a very busy environment, and co-ordinate with the fellow workers successfully to ensure top-quality service.
* Received barista training, helped in the bakery and deli, as well as contributing to the general upkeep of the premises.
* I enjoyed building relationships and interacting with customers and had the in-depth exposure it provided to running a business.

**Dunmore East Food Festival-** Prepared and cooked crépes, along with coffees and baked goods for festival goers. |

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| **December 2015** **December 2016 Sales Assistant The Doorway Gallery Print Store** |
| * During the Christmas period the Doorway Gallery runs a pop-up store selling prints and photography, which I was solely responsible for.
* I was in charge of:
* Managing the shop.
* Engaging with customers and efficiently conveying orders and queries to the artists
* Supplied prospective clients with information.
* Opened and closed the shop every day, as well as dealing with all the finances.

**May- August 2017 Waitress Devitts Pub, Camden Street** * As lounge staff, I served food and drink and maintained the lounge and bathrooms to a high standard at all times.
* I was responsible for managing orders and transactions, which included operating electronic tills and card payments.
* Working in such a popular Pub helped me learn to manage and multitask in high-pressure environments.
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**OTHER ACCOMPLISHMENTS AND ABILITIES**

* Proficiency in Word, Excel, Outlook and PowerPoint.
* Irish Water Safety Basic Life Support 2.
* Health and Safety Authority, ‘Choose Safety’ Programme (Health and Safety in the workplace).
* Gaisce- The President’s Award, Bronze.
* First Year Mentor in St.Declans Community College.
* Euro Languages College French Scholarship Winner.
* Fluent in Spanish and highly proficient in French.
* Trinity Entrants Exhibition Award Winner.
* S2S Mentor in Trinity College Dublin.
* Ordinary Committee Member of the Visual Arts Society, TCD.
* Sub - committee member of Dublin University DJ Society.