Edel Griffin**Tel.:** 087 7454247

**E-mail:** **griffinedel@yahoo.com**

**Address: 57 The Chandler Building, Ashtown, Dublin 15.**

**Education and Qualifications**

**Feb 2012 – May 2013: Marino Institute of Education**

**Higher Diploma in Education (2.1)**

**2006 – 2010: University of Limerick (UL)**

**LL.B, Law, Sociology, French (2.1)**

**2005: Rice College, Ennis**

**Leaving Certificate**

**Employment**

**Primary School Teacher – St. Declan’s N.S.**

Ashbourne, Co. Meath

Sep 2013 – Present

**Executive Officer – Department of Social Protection ( Debt Management Unit)**

Store Street, Dublin 2.

June 2013 – Sep 2013

* Responsible for full assessment of individual client’s circumstances in order to create a suitable debt management plan to repay monies owed.
* Responsible for developing strategic plans to maximise the amount of money that is collected against overdue balances.
* Required to work within and refer to the Department’s legislation regarding overpayments.

**Temporary Clerical Officer– Local Government Management Agency**

Ormond Quay, Dublin 1.

June 2012- August 2012

* Processed all payments regarding the houshold charge.
* Reconciled all payments lodged to the system with those processed.
* Developed an insight into the role of the Revenue Comissioners in the assessment of taxes and duties in the Republic of Ireland.
* Displayed excellent oral communication skills when dealing with telephone queries from the public regarding late payment fees, completion of the data entry forms and payment issues.

**Trainee Accountant – KPMG**

1 Harbourmaster Place, IFSC, Dublin 1

September 2011 – February 2012

* Audited the accounts of a global aviation leasing company working as part of a team.
* Liaised with clients from all management levels within the company when auditing their accounts.
* Undertook a variety of professional development training including departmental overviews, client services and business communications workshops, IFRS training and IT skills training.

**Sales Assistant - Brown Thomas**

O’ Connell Street, Limerick

July 2010 –August 2011

**Legal Assistant – McMahon, MacCarthy, O Dea Solicitors**

Parsons House, Wood Quay, Ennis, Co. Clare.

June 2009 – September 2009

* Prepared legal drafts and contracts using the internal templates provided.
* Conducted legal research on personal injury cases and presented my findings succinctly to the partners applying academic legal theory to real life situations.
* Liased with clients frequently, witnessing wills after assisting in the drafting of same.

**Executive Officer – Department of Health and Children ( Corporate Legislation Unit / Health Information Unit)**

Hawkins Street, Dublin 2

July 2008 –January 2009

* Worked on simultaneous projects in a high pressure environment to meet deadlines. Organised the Health Information Bill Conference whilst also delivering other projects.
* Displayed excellent analyticalskills and ability to relay findings in a concise manner. Tracked and documented the incoming submissions from a public consultation exercise on the Bill and prepared a synopsis document setting out the main points raised.
* Provided administrative support for the amendment of legislation within the Department.
* Displayed excellent organisational skills. Organised the Secretary General meeting of the Health Sector Performance Related Awards Oversight Committee. Assembled the submissions received for this meeting with extreme care, as the content of the information was highly confidential.
* Responsible for translating French documents into English as France assumed the EU Presidency at the time.

**Key Skills and Achievements**

* Effective communicator with a proven track record of fostering robust relationships with a range of stake holders.
* Highly organised strategist able to work independently or within a team on simultaneous projects with minimal supervision.
* Exceptional problem solver, applying logic and reason to all research.
* Recipient of student of the year award in Leaving Cert year for French and Business Studies.

**Interests**

* Play a number of different sports including basketball, soccer, gaelic football, camogie and athletics. Have won numerous championships in these sports. Have represented Co. Clare in athletics and gaelic football, captaining the gaelic football team on a number of occasions.
* Member of the gym and attend yoga and aerobic classes.
* Regularly attend French and Irish conversation exchanges in the Central Library to maintain a strong proficiency in both languages.
* Work with St. Vincent de Paul and Cloughleigh N.S. homework clubs to help children improve their literacy and numeracy skills.

**Referees**

**On request**