

ELAINE FALLON

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EXPERIENCE

APRIL 2019 – PRESENT

GENERAL OPERATIVE, JUMPZONE, LIFFEY VALLEY SHOPPING CENTRE, DUBLIN 22.

- Court monitoring of guests ensuring correct and safe procedures.
- Café responsibilities including serving customers, stock management and maintaining a clean environment
- Completed full barista training.
- Party and group hosting.

OCTOBER 2018 – FEBRUARY 2019

LEGAL INTERN, KENNY BOYD & CO. SOLICITORS, CLONSKEAGH, DUBLIN 14.

- Dealing with client queries via phone, letter and email.
- Assisting in the processing of property deeds and title documents
- Conveyancing and Probate matters.
- Involved in organization of file management

NOVEMBER 2018 – DECEMBER 2018

SALES ASSISTANT, BOOTS, LIFFEY VALLEY SHOPPING CENTRE, DUBLIN 22.

- Till procedures
- Replenishing stock and maintaining a tidy and ordered display.
- Aiding in customer queries.
- Online ordering of stock.
- Assisting in the cashing up process.

NOVEMBER 2016 – NOVEMBER 2018

SALES ASSISTANT, PARFOIS, BLANCHARDSTOWN SHOPPING CENTRE, DUBLIN 15.

- Maintaining a high standard customer relations and customer care
- Processing of Stock Devolution and Stock Loss.
- Processing and unboxing deliveries.
- Displaying stock in accordance with visual merchandising standards.
- Retrieving stock from external stockrooms.
- Till procedures.
- Transferring quantities of cash into the safe.

JUNE 2015 – AUGUST 2015

TRAINEE WAITRESS, THE ROOST BAR & RESTAURANT MAYNOOTH CO. KILDARE.

- Received waitress training in taking orders, time management and efficiency.
- Giving a high standard of customer service.

- Cleaning procedures and maintaining a well-presented setting.

EDUCATION

SEPTEMBER 2016 - PRESENT

BACHELOR OF LAWS (LLB), MAYNOOTH UNIVERSITY, CO. KILDARE.

Maintaining 2:1 average at present - modules include but not limited to:

- Tort Law.
- Mediation & Dispute Resolution.
- Company Law.
- European Union Law.
- Contract Law.
- Employment Law.
- Land Law.
- Equity & Trusts.

SEPTEMBER 2010 – JUNE 2016

LEAVING CERTIFICATE, MAYNOOTH POST PRIMARY SCHOOL, CO. KILDARE.

Obtained 450 points in Leaving certificate in 2016.

SKILLS

- I am a reliable and diligent individual.
- I am a very driven person, performance is very important to me and I work very well in teams.
- I have good interpersonal and communication skills.
- I work well under pressure and can find creative solutions to problems.

ACTIVITIES

- I enjoy exercising and gymnastics
- I am a member of the Trampolining Society in Maynooth University, to complement this, I am also enrolled in Adult Ballet and Dance classes.
- I was previously an elite gymnast and have won over 35 National and International medals in my career.

REFEREES

Mr. Ian Kenny Boyd (Kenny Boyd & Co. Solicitors)

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email: info@kennyboyd.ie

Ms. Gemma McLaren (Store Manager at Parfois)

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Ms. Danielle Monahan (Manager at Jumpzone)

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