**CURRICULUM VITAE**

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| *I am a second year student in NUIG studying Arts (Legal Studies and Sociology & Politics) in the hope of doing a maters in LLB and eventually obtaining a career in Law.*  |

**Personal Details**

**Name** Ellen Dolan

**Address** Ruane, Knock, Co. Mayo

**Phone** 0871355113

**E-mail** ellen.dolan0@gmail.com

**Nationality** Irish

**Date of birth** 30/10/1995

**Educational Qualifications**

September 1999-June 2008 Knock National School, Knock, Co. Mayo.

September 2008- May 2014 St Louis Community School, Kiltimagh, Co. Mayo

September 2014-Present National University of Ireland, Galway

**Leaving Certificate 2014**

I completed my Leaving cert examinations in June 2014. I studied 9 subjects in total – English, Irish, Maths, Spanish, Agricultural Science, History, Accounting, Link Modules, Physics and Chemistry (combined). I achchieved 405 points and accpeted a place to NUIG in August 2014 .

**Junior Certificate 2011**

I completed my Junior Certificate examinations in june 2011. I studied all Higher Level Subjects and achieved 1 A, 9 B’s, and 1 C.

My subjects studied were: English(B), Irish(B), Maths(B), Spanish(B), Business Studies(B), Home Economics(B), Science(B), History(B), Geography(B), History(B), Religion(C) and CSPE(A).

* I have been employed as a waitress in Knock House Hotel for over 3 and a half years (since May 2014). As it is a busy hotel especially in the summer and at christmas, I am used to working well under pressure and workng quickly and efficiently to provide for large, demanding crowds. Working here includes early breakfast shifts and late evening shifts as well as bar work. My duties include setting up rooms for large crowds ergo I have good attention for detail, having good customer skills, working in the bar serving drinks, serving meals to suit a professional standard, dealing with problems and issues a customer may have, having good knowledge in use of computerised tills and also cleaning to ensure the restaurant and kitchen are up to high standard of clenliness.

**Work Experience**

Date Employer Duties

May 29th 2012 – Present Knock House Hotel Part-time waitress

 Ballyhaunis Road

 Knock Co Mayo

5th - 21st June 2013 State Examination Exam Attendant

 Commission

June 2010- September 2011 An Siopa Nua, Knock Shop assistant

**School Work Experience**

4th – 6th February 2013 Knock National School Secretarial Work

12th – 16th December 2011 Knock National Schoool Computer Work

5th – 9th December 2011 John O’Mahony TD Secretarial Work

**Skills**

* I have an interest in meeting new people. I am a sociable person with comfort and confidence in nearly every social situation
* I am a fully liscened driver
* I can speak Spanish well having studied it throughout secondary school and for one year in university
* My ideal job would be a barrister of law as I love challenges and have the confidence and ability to speak in front of crowds
* I can use computer systems very well as I have grown up using many technical devices and using computers daily in education and work
* I have a good experience in life from past work experience, travelling and sporting experience. I can take instruction and critism well and work hard at tasks given to me. I am also a driven person and I work to achieve goals.
* I like to have a good presntation in all situauions
* I have a very outgoing personality.

**Hobbies & Interests**

* My hobbies include exercising, reading and travelling. I am a member of St. Marys GAA Club, Aghamore. I am also a member of Planet Fitness Gym, Galway.
* I received a First Aid Certificate in Transition Year
* I have Won 1 Connacht title and 2 All Ireland titles with Mayo ladies
* I Completed 26K walk for Gaisce in Transition Year
* I have completed a charity climb of Croagh Patrick

**Referees**

Mr Cahil Doherty, Principal, St Louis Community School, Kiltimagh, Co Mayo.

 Tel:(094) 9381228

Ms Sharon O Boyle, Staff Manager, Knock House Hotel, Knock, Co. Mayo

Tel: (094) 938 8088