**Eoin Naughton - Curriculum Vitae**

***Personal Details:***

*Name:* Eoin Naughton

*Date of Birth:* 12 February 1997

*Address:* 13 Eagle Valley,

 Enniskerry,

 Co. Wicklow

*Telephone:* 085 8512382 (mobile) 01 2766989 (home)

*E-mail:* egnaughton@gmail.com

***Education***

2001-2009 Our Lady of the Wayside N.S, Kilternan, Co. Dublin

2009-2011 Terenure College, Terenure, Dublin 6.

2011-2015 St. Gerard's Secondary School, Thornhill Road, Bray Co. Wicklow

2015-present UCD (currently studying Economics)

***Qualifications***

First Aid Course 2013

Leaving Certificate 2015

|  |  |
| --- | --- |
| English | B3 |
| Irish | B2 |
| Maths (O) | B1 |
| Business | B2 |
| Biology | B1 |
| French | A2 |
| Economics | B2 |

***Transition Year Work Experience***

* Shop assistant, Avoca, Powerscourt (2013)
* Stock assistant, IS Services, Trinity College (2013)
* Journalist assistant, Limerick Post Newspaper (2013)

***Work Experience***

* **Eversheds Sutherland** (July 2017 to August 2017): I completed a range of legal duties common to a large commercial law firm. I worked on the Corporate and Commercial Department’s team, where my duties included writing memos of client meetings for the firm’s records, archiving and reorganising any relevant documentation that was necessary for the records. I was also tasked with using services such as www.search4less.ie in order to help review any changes made by the firm’s clients to important documents such as Company Constitution and Shareholder Certificates.
* **A.C Forde & Co. Solicitors** (June 2017 to July 2017): I completed a range of legal duties such as drafting affidavits, swearing documents, keeping records of court proceedings, writing memo’s relating to ongoing cases and organising title deeds for the firm’s records.
* **Woodies DIY Carrickmines** (April 2016 to April 2017): I dealt with customer queries and created a positive customer service. I had also been trained in specialist skills such as key cutting and paint mixing which has made me a more versatile employee. I was also involved in making displays of products on special offer all around the shop, which involved making signs and presenting the display in a customer friendly way.
* **ATC Language and Travel** (June 2015 to August 2015) I worked as a first point of contact for students arriving into Dublin Airport from abroad. My job was to greet groups, notify the centre of their arrival and ensure that all students reached their mode of transportation to host families safely.

***Skills/Qualifications:***

* First Aid First responder course 2013
* Experience working cash registers
* Experience placing and sorting stock orders
* Experience of stocktaking
* Excellent interpersonal, communication and teamwork skills
* Experience working and volunteering with children and adults of all ages
* Experience working with large groups

***Volunteer Work***

* I worked as a shop assistant in Tara’s Palace in Powerscourt, where I worked the cash register and gave groups tours of the exhibition
* I worked with the Enniskerry Tidy Towns group to improve the cleanliness and appearance of the town
* I went on the St Gerard's School outreach programme to Zambia, where I volunteered in various centres around Zambia and saw how donations are used to improve people's lives

***Hobbies/Interests***

* I have a great interest in all sports and was on the Senior Cup Rugby Squad in my sixth year of secondary school
* I am an active member of UCD Men’s Hockey Club, where I serve on the Committee as Equipment Officer
* I have an interest in current events, in particular economics, politics, business and finance and how these all tie together

***Achievements***

* Was selected by my peers as Equipment Officer for UCD Men’s Hockey Club for the 2016/2017 season
* Was selected as a prefect for Irish Culture and Language, New Students in St Gerard's School (2014/15)
* Senior 2 Rugby Order of Merit League Winner (2014/15)
* Bronze Gaisce award (2013)
* Junior 2 Rugby Order of Merit League Runner-up (2011/12)
* Student Council Member Terenure College (2010/2011)

***Referees***

* Mr Tom Geraghty, Headmaster St Gerard's School
* Mr Victor Drummy, Deputy Principal, St Gerard's School
* Ms Sheila Maguire, Career Guidance Co-ordinator, St Gerard's School

***References***

* ***Mr Victor Drummy, Deputy Principal, St Gerard's School***

 January 2017

To whom it may concern

Eoin Naughton attended St. Gerard’s Senior School and graduated in June 2015.

During that time I have found Eoin to be an exemplary student. He was self- motivated, enthusiastic and exceptionally hard working.

Eoin took full advantage of the all the opportunities afforded to him during his senior school career. In addition to this Eoin was on the senior rugby squad

Eoin was held in high esteem by both his peers and teachers and was selected as a school prefect for his final year in school.

He involved himself fully in our social awareness projects and willingly gave of his time to important events.

Eoin is honest, reliable and punctual and I have no hesitation in recommending him for any position for which he may apply.

Yours sincerely,

Mr Victor Drummy

Deputy Principal