**CURRICULUM VITAE**

**Details:**

**Name:** Eoin O’Riordan

**Address:** 5 Firhill, Parteen, Co. Clare.

**DOB:** 09/03/1994

**E-mail:** e.oriordan@hotmail.com

**Telephone:** 085 8155 619

**Education:**

**Third Level:** 2012 to date - University of Limerick. (Fourth Year Student)

Studying Law Plus, current QCA of 3.09 – current equivalent to 2.1 Honours Degree upon graduation.

**Second Level:**  2006 to 2012 - St. Munchin’s College, Corbally, Limerick.

Leaving Certificate (2012) – achieved 440 points.

**Work Experience:**

**April 2015 – January 2016 – Adare Manor Hotel & Golf Resort, Adare, Co. Limerick**

**Position: Food and Beverage Server**

Within this role I primarily worked in the Oakroom Restaurant whereby I would be responsible for a station of between 5 to 6 tables. I was required to provide a high standard of service complimenting the fine dining experience and to a standard reflective of 5 star Leading Hotels of the World criteria. Together with this I was often responsible for the set up of the restaurant for dinner service, along with other mise en place activities. In addition to this, I often worked during functions, at breakfast, during afternoon tea and prepared/delivered in-room dining orders. Within this role I was constantly engaging with guests through greeting them, answering their questions etc. and doing so in a friendly and warm manner but also to a professional standard. This position ceased when the hotel closed for refurbishment.

**May 2014 – January 2015 – GE Capital Aviation Services (GECAS), Shannon, Clare**

**Position: Engine Leasing Intern**

I obtained an eight month work placement with this company as part of my University’s Co Operative Education programme. My placement was diverse, challenging and I thoroughly enjoyed my time at this firm. During the course of my placement I was responsible for compiling reports, setting up meetings for senior management, updating internal systems, overlooking and maintaining customer deals. As part of my placement I was heavily involved in the firm’s Volunteers Committee, as part of this I was afforded the responsibility of organising and managing a ‘building wide’ event in the run up to Christmas in aid of charity. This involved leading a team of eight colleagues while also reporting back to the Committee. I was responsible for the running of the event and this experience allowed me to use and improve my interpersonal, organisational and managerial skills. The event was a great success and a substantial amount was collected for the benefit of local charitable organisations.

**July 2012 to July 2014 - P.A. Martin & Co., Solicitors, Limerick**

**Position: Office Assistant**

I have worked both full and part time for this firm for approximately two years, working full time during holiday season from college and part time during semester, and I had responsibility for a wide range of tasks. I primarily engaged directly with clients through phone calls and when they visited the office, together with following up with clients and other firms through letter correspondence and phone calls. I was responsible for dealing with client queries and reporting back to my manager with such queries. I was given responsibility of a number of minor Family Law files and it was my role to liaise with each client and prepare the case for court. Together with this I was responsible for the preparation and lodgement of monies to the bank, such lodgements would be in cash and cheque form. As I obtained a placement with GECAS I had to leave, however I was working with this firm for approximately two months at weekends after starting with GECAS in order to help close files and comply with undertakings.

**November to December 2013 – Dunnes Stores, Jetland SC, Limerick**

**Position: Customer Service Representative/Checkout Operator**

**July 2012 – JP McManus Function**

**Position: Food and Beverage Assistant**

**June to August 2010 & 2011 – Frances Twomey & Co., Solicitors, Limerick**

**Position: Office Assistant**

**Hobbies:**

* I am a member of the UL Law Society, whereby I partake in many different activities.
* I have a keen interest in theatre, I have been a stage manager, production manager and assistant lighting and sound technician with Changing Times Theatre Company. I joined this group in 2012 and to date I have been involved in five productions, one of which was in aid of St Gabriel’s special needs school in Limerick. Most recently I was Production Manager and Assistant Stage Manager for the production of *Happy Families*, in spring 2014. I am also responsible for collecting and keeping a record of membership fees paid by members.

**Achievements:**

* I participated in the Junior Achievement programme whereby I taught a third class group in a primary school in a disadvantaged area over a period of five weeks.
* I successfully achieved my ECDL Certificate and achieved a ‘Training Point’ Certificate in MS Office, namely Word, Excel and Power Point.
* I was elected prefect for the school year of 2011/2012 by the school management and staff.
* I was awarded with the ‘Outstanding Contribution’ award at the end of my Transition Year.
* I have completed a Water Safety Course with Irish Water Safety (Safety 1-4 and Rescue 1 & 2) along with a First Aid course with the Irish Red Cross.
* I was awarded with the ‘Outstanding Contribution’ award at the end of my Transition Year.
* I have a full clean driving licence, along with my own transport.

**References:** (additional referees available upon request)

**Employment Reference; Personal Reference;**

Jackie Britton, Alison O’Sullivan,

PA to General Manager, AVP Marketing Operations,

Adare Manor Hotel & Golf Resort, GECAS,

Adare, Co. Limerick Shannon, Co. Clare

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: 24th February 2016

Eoin O’Riordan