**Curriculum Vitae of Erica Russell**

**Personal Details**

**Name:** Erica Russell

**Address:** 3 Ennis Grove, Irishtown, Dublin 4

**Contact Details:** +353 85 1785278

**Email:** [ericarussell1995@gmail.com](mailto:ericarussell1995@gmail.com)

**Date of Birth:** 4th September 1995

**About me:** I am a well organised, tactful individual who can work under pressure. Communicates well, both written and orally and enjoys working with a wide range of people. I am a self- motivated individual with an outgoing personality and the determination to succeed in all aspects of life.

**Education**

**Primary School:** Scoil Mhuire Lakelands,

Gilford Road

Sandymount

Dublin 4

**Post Primary:** St. Louis High School

Charleville Road

Rathmines

Dublin 6

**Third Level:** Dublin Institute of Technology

Aungier St

Dublin 2

Currently studying BSc (Hons) in Business and Law- Sept 2014-2018

Year 1 results: First Class Honours

|  |  |
| --- | --- |
| Module | Grade |
| Law of contracts | 63 |
| Core legal skills | 58 |
| Organisational behaviour/mgmt | 70 |
| Quantitative techniques | 71 |
| Accounting 1 | 65 |
| Economics 1 | 65 |

Year 2 results: 2:1

|  |  |
| --- | --- |
| Accounting 2 | 56 |
| Human resource management | 66 |
| Company Law | 62 |
| Property Law | 62 |
| Law of Tort | 58 |
| Constitutional Law | 71 |
| Operations Management | 65 |

Year 3 results: 2:1

|  |  |
| --- | --- |
| Mgmt Accounting | 53 |
| HRM – contemporary issues | 61 |
| Criminal law | 48 |
| Administrative law | 67 |
| European Union Law | 68 |
| International Management | 63 |
| Strategic Marketing | 64 |

**Leaving Certificate Results- Obtained in 2014**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level** | **Grade** |
| Irish | Ordinary | B1 |
| English | Higher | C1 |
| Mathematics | Ordinary | C2 |
| Business | Higher | B1 |
| German | Higher | B2 |
| Biology | Higher | C1 |
| Home Economics | Higher | B1 |

**Work Experience**

**Topshop**

**Address:** Frascati Shopping Centre

Frascati Road

Blackrock

**Time of service:** July 2015- Present

**Role:** Sales Advisor

**Duties:**

* Advise customers/ answer their queries
* Promoting the brand and encouraging sales
* Processing deliveries
* Mannequin styling
* Dealing with returns/employee complaints
* Commercial work such as linear and money mapping
* Answering the phone
* Cashing up the till

**DCK Concessions**

**Address:** Porters House Station Court, Radford Way, Billericay CM12 0DZ, UK

**Time of service:** December 2016 – present

**Role:** Sales representative

**Duties:** DCK is a concession which sells jewellery in number of retail stores, I work for the concession in Topshop and Boots Dundrum, I am responsible for the stands in these branches where every week I will merchandise, process deliveries, deal with faulties and partake in stock take while reporting back to my supervisor.

**Caritas Convalescent Centre**

**Address:** Caritas convalescent centre, Merrion Road, Dublin 4

**Length of service:** summer 2013

**Role:** Receptionist

**Duties:** Deal with patients as they are admitted and discharged. Answer calls, deal with any queries visitors/patients may have had and be understanding of their needs

**Skills and Qualities**

* Great interpersonal skills
* Tactful organiser
* Can work on own initiative
* Team Worker
* Excellent Attendance and Punctuality
* Quick Learner
* Artistic
* Understanding of basic PC Skills and Technology
* Languages – English and good knowledge of Irish and German

**Achievements**

* Completed Gaisce President’s Award-Bronze Medal
* Completed Gaisce President’s Award-Silver Medal
* Competed in Individual and Team Dance Competitions
* Winner/annually nominated for Best Attendance and Punctuality
* 1st Year mentor
* Completed a course in ECDL
* Received a certificate in basic first aid training
* Helped raise money for various charities through volunteering
* Completed Transition Year Law Programme

**References**

Robert Hearne

Relationship: Manager

Address:

Debenhams

Frascati Road

Frascati Centre

Blackrock

Contact Number: 083 1585685

Or work phone: (01) 288 5442

Thank you very much for taking the time to read my C.V., I look forward to hearing from you.