**Curriculum Vitae**

**Name:** Gráinne Clinch

**Address:** 8 Village Court, Butterfield Avenue, Rathfarnham, Dublin 14.

**E-mail:**  grainneclinch@gmail.com

**Phone Number:** 087-6617241

**D.O.B:** 8th October 1993

**Nationality:**  Irish

**Education:**

**Secondary School:** Presentation College, Terenure, Dublin 6W.

September 2007- June 2013

**Third-Level:** Law (LLB)

Maynooth University

September 2013-Present

**Maynooth University Results:**

|  |  |
| --- | --- |
| **Year** | **Grade** |
| First Year (2013-2014) | II.II |
| Second Year (2014-2015) | II.II |
| Third Year (2015-2016) | II.I |
| Intermediate German Course | I |

**Work Experience:**

* Seamus Maguire & CO. Blanchardstown, Dublin 15.

June 2015 - August 2015, June 2016 - September 2016

Duties:Court Appointments, Settlements, Probate, Proof Reading and Collation of Submissions for Court

Contact: Seamus Maguire

01 8211288

* Bannon, Clinch, Collins & CO. Rathfarnham, Dublin 16.

February 2011 - February 2011, July 2013 - August 2013

Duties:Reception & Secretarial duties, Client Liaison, Document Management for Court Appointments.

Contact: Yvonne Collins

01 4924251

* Pennys, Dundrum Town Centre, Dublin 14.

June 2014 - August 2014

Duties: Cashier, Customer Quires and Complaints, Placing New Stock on the Floor, Worked in the Men’s, Women’s, Children’s and Home Wares Department.

* Dunnes Stores, Square Tallaght, Dublin 24.

October 2013 - January 2014

Duties: Cashier, Customer Quires and Complaints, Placing New Stock on the Floor, Worked in the Men’s, Women’s, Children’s and Home Wares Department.

* Child Carer, Kingswood & Kilnamanagh, Dublin 24.

July 2012 - To Date

Duties: Childcare, Educational support.

Contact: Elaine Rockett

 0868351214

* Market Stall, Long Mile Market, Long Mile Road, Dublin 12.

June 2012 - August 2012

Duties: Sourcing New Products, Retail, Customer Relations, Customer Queries and Customer Complaints.

**Key Skills and Competencies:**

I am currently in my 4th year of a Law degree at Maynooth University. I am a member of the Law society, ELSA, FLAC and play a significant role in the Politics society. I take an evening class in German that I thoroughly enjoy. My work ethic is based on a strong foundation of performance, punctuality and respect for my line managers and colleagues. I work very well as part of a group and I am equally motivated to work independently. I enjoy dealing with the public and I have great patience & tolerance when dealing with difficult situations. I have excellent communication skills.

**Academic Reference: Character Reference:**

Dr Neil Maddox, Seamus Maguire

Lecturer NUI Maynooth. Solicitor,

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 Dublin 14.

 01 821 1288