**Curriculum Vitae**

GRACE MC KINLEY

Clonmeen Cross,

Errill,

Co.Laois

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**EDUCATION**

University of Limerick

Bachelor of Law 2013-2017

Limerick Tutorial College

Leaving Certificate 2012-2013

Total Points 405

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **Level** | **Grade** | **Subject** | **Level** | **Grade** |
| English | Higher | B3 | German | Higher | B3 |
| Irish | Higher | C1 | Economics | Higher | C1 |
| Maths | Ordinary | B2 | Biology | Higher | C1 |
| History | Higher | B3 |  |  |  |

**RELATED EXPERIENCE**

**McDonalds**

**Crew Member**

Received customers pleasantly, took their orders, transmitted to kitchen staff, served, and prepared bills. Prepared food items such as hamburgers as per the established standards. Adhered to the quality and work standards of the chain. Maintained the equipment, such as oven and grill, in proper condition. Maintained cleanliness in the work stations. Assisted the other staff members in taking orders. Analyzed customer complaints and feedback for constant improvements.

For Reference contact Jennifer McMahon (061) 335654

**May 2016 -Present**

**Mouser Electronics Inc.**

Marketing Intern

As part of my degree I was given the opportunity to work in Mouser Electronics Inc. in Munich Germany. My responsibilities included: account classification, preparing welcome kits to send to customers as well as research of Mousers competitors and various other tasks. For Reference: Andrea Krause. [andrea.krause@mouser.com](mailto:andrea.krause@mouser.com)

**June 2015 – January 2016**

**Dunnes Stores**

Sales Assistant

Cashier with responsibility for daily financial balance.

At the customer service desk, responsibility was customer queries and complaints. I was also responsible for the floor safe and other cashier’s money flow.

For Reference: Catherine Purcell. 0504 24644

July 2014 – January 2015

**Kane Touhy Solicitor**

**Assistant**.

I shadowed other solicitors. I was responsible for filing and organizing paperwork.

For Reference: Damien Hand. +353 1 6722233

**November 2010**

**Tipperary Regional Youth Service**.

Assistant

Responsibilities included mostly office work, answering phones and computer work. Took part in the after school program, which gave me the opportunity to work with children.

**February 2010**

**McDonalds**

**Crew Member**

Received customers pleasantly, took their orders, transmitted to kitchen staff, served, and prepared bills. Prepared food items such as hamburgers as per the established standards. Adhered to the quality and work standards of the chain. Maintained the equipment, such as oven and grill, in proper condition. Maintained cleanliness in the work stations. Assisted the other staff members in taking orders. Analyzed customer complaints and feedback for constant improvements

**May 2016 -Present**

**LANGUAGES**

Irish-Basic

English-Native

German- Speak, write and read with basic competence

**PErsonal INTERESTS**

* Music: classical and traditional flute and guitar
* Walking and swimming.
* Traveling, learning of new cultures and experiences.

**AWARDS**

Bronze Gaisce Award (Presidents Award) **2010**

Graded to level 6 for the Classical Flute **2011**

Established a mock business in Transition Year **2010**

Successfully took part in the BT Young Scientist & Young Innovators **2010**

**SKILLS**

* Technical Skills:
  + Knowledge of Microsoft Word, Excel and PowerPoint.
  + Working knowledge of social media e.g. Facebook and Twitter
  + Worked on computerized tills in Dunne Stores.
* Team Work Skills:
  + An excellent team player, have worked in groups for projects such as BT Young Scientist Exhibition, in which thousands of students participate and also Young Innovators.
  + Working in Dunne Stores has also enhanced my communication skills.
* Initiative:
  + Strong initiative. No problem in taking charge of a task if it needs to be done.
  + Working in Kane Touhys and Dunne Stores greatly improved my skills.
  + Also in Mouser Electronics. As everyone was so busy with their own tasks it was important for each person to be able to do what needed to be done without having to be told.