
HANNAH FAUL



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SUMMARY

Analytical and motivated employee with professional experience in legal roles, administration, education and customer service

SKILLS

Advanced French language skills
Proficient in all Microsoft Office, and equivalent, processing programs

ACHIVEMENTS

Piano: Senior Certificate –
Distinction from Royal Irish
Academy of Music
Gaisce Bronze Medal Award

EDUCATION

POSTGRADUATE DIPLOMA IN LAW – 1.1 CONVERTING TO MA IN LAW

To 2021
Technological University Dublin

BA (HONS) IN ENGLISH LITERATURE AND FRENCH – 2.1

To 2018
Trinity College Dublin

SECONDARY EDUCATION

To 2014
St. Leo's College, Carlow

PROFESSIONAL EXPERIENCE

ANNA COGAN & COMPANY SOLICITORS, CARLOW

June 2019 – Aug 2019
Legal Intern

- Drafting documents and summarising cases.
- Attending solicitors in court in order to compile case notes.
- Receiving client phone calls and recording appointment schedules.
- Aiding in the reorganisation of the company's filing unit.

UNIVERSITE PARIS 3 SORBONNE NOUVELLE, 75006 PARIS, FRANCE

Sept 2018 – Aug 2019
Language Assistant

- Appointed under a partnership programme with Trinity College Dublin.
- Conducting Oral English classes.
- Liaising with language assistants to prepare classroom materials.
- Presenting examination materials for academic approval.
- Conduction and assessment of examinations with a senior professor.

INTERESTS

Involvement in amateur acting with Carlow Youth Theatre and the Dublin University Players Society in Trinity College Dublin

Member of the chamber choir of St. Leo's College, Carlow, the Carlow Aspiro Youth Choir and the University of Dublin Choral Society in Trinity College Dublin

Interest in international travel, politics and culture with an aim to integrate this with a professional setting

VOLUNTEER EXPERIENCE

Carlow Summer Camp, Carlow Regional Youth Services, Carlow
July 2012; July 2013

Group Leader

Supervision of camp attendees and organisation of activities within a project team; communicating with parents in order to ensure overall satisfaction with service; attending annual training course to assimilate camp values and procedures

ADDRESS

139 Tullow Street, Carlow, Co.
Carlow, R93 VK46

UNIVERSITE PARIS I PANTHEON-SORBONNE, 75013 PARIS, FRANCE

Jan 2019 – April 2019

Language Assistant

- Selected for supplemental work in a partner university of Université Paris 3 Sorbonne Nouvelle.
- Conducting English Grammar classes with critical analysis of texts relating to the themes of post-colonialism and travel.
- Ensuring compatibility between classroom materials and programme syllabus.
- Assessment of homework assignments and examinations.

QUIZ CLOTHING, STEPHEN'S GREEN SHOPPING CENTRE, DUBLIN

Jan 2017 – Jan 2018

Retail Supervisor

- Providing customer service in a fast-paced clothing branch of Quiz Clothing.
- Merchandising of stock and promotional offers.
- Management and training of staff.
- Administrative duties included compiling daily, weekly and monthly sales reports.

OLD LIBRARY BUILDING, TRINITY COLLEGE DUBLIN

June 2015 – Sept 2015

Student Ambassador

- Performing within a project team to provide tourist information and assess customer service strategies.
- Operation of Tourist Information stand.
- Conducting tours of Trinity College's Old Library and the Book of Kells Exhibition.
- Submitting reports on tourist attractions to team manager.

KINGSWOOD PLANT SALES & HIRE, MOONE, CO. KILDARE

Feb 2014 – March 2014

Secretary

- Receiving client phone calls and recording appointment schedules.
- Ensuring the upkeep of the company's filing unit.
- Administrative duties included drafting summaries of sales reports and financial projections.