**Education**

**Third Level**

2014 - 2016 National University of Ireland Maynooth

**Master of Legal Science Professional**

2010 – 2014 University of Limerick

**Bachelor of Arts (B.A.) Irish and Media and Communication Studies**

**Second Level**

2004 - 2010 Laurel Hill Coláiste FCJ, South Circular Road, Limerick

**Work Experience**

May 2014 - Present   **Housekeeper**

                         Courtbrack Accommodation, Courtbrack Avenue, Dock Road, Limerick

 My duties include:

* Cleaning rooms, common areas, bathrooms and kitchen
* Changing linen, hoovering, mopping, dusting
* Maintaining high standards and making guests feel comfortable

Nov 2013 - Jan 2014 **Customer Care Assistant**

 Boots, Crescent Shopping Centre, Raheen, Limerick

 My duties included:

* Assisting and advising customers
* Stocking merchandise
* Handling cash and processing payments
* Arranging displays
* Promoting special offers

Sep - Dec 2012 **PE Co-Op**

Mary Immaculate College, SCR, Limerick

My duties included:

* Handling cash and using a cash register
* Using my communication skills to interact with the public via face to face, telephone and email communication
* Using administrational, organizational and management skills to run reception (Classes, Memberships, Inductions)
* Opening the building in the morning

**Skills & Achievements**

* I hold a distinction in an Occupational First Aid certificate
* I possess excellent IT skills and am familiar with the Microsoft application suite – MS Word, Excel, Access and PowerPoint.
* I am fluent in Irish

References available on request