Helen Carroll

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0858101280

**EDUCATION**

 **Law with Social Justice Undergraduate**

*2015 - Present* University College Dublin

 **Leaving Certificate**

*2009 - 2015*  Loreto College, St. Stephen’s Green, D2

 **Primary School**

*2003 - 2009* Our Lady’s Grove, Goatstown, D14

*2001 - 2003*  St. Mary’s Primary School, Donnybrook, D4

**PROFESSIONAL/WORK EXPERIENCES:**

*Summer 2018* **Hotel Receptionist**

* Taking reservations online, on the phone and in person
* Customer service duties
* Managing cleaning and maintenance staff
* Data collection and compilation for hotel owner

*2015 - Present* **Article writing/journalism**

* Writer for the UCD student newspaper and SpunOut.ie and annual UCD Student Legal Service Journal

*Easter 2017* **Columbus Club Kids Easter Camp**

* Managing and entertaining children
* Multitasking in a busy environment

*Summer 2016, 2017* **ESB Summer Student Placement**

* Contract writing/proofreading
* Teamworking skills
* Office workplace skills

*Dec 2015 – Jan 2016* **Funfair Stall Operator**

*Dec 2016 – Jan 2017 “Funderland”, RDS, Dublin*

*Dec 2017 – Jan 2018*

* Cash handling
* Maintenance of stall whilst owner was away
* Customer service and entertainment

*2013 - Present* **Volunteering with Comic Conventions**

 *Croke Park, Dublin Convention Center, the Burlington Hotel*

* Crowd Control
* Multi-tasking
* Customer Service and Responding to Customer Queries

*2014* **Leaving Certificate Exam Attendant**

 *Loreto College, St. Stephen’s Green*

* Maintaining integrity of examination conditions
* Time management and quick problem-solving skills

**PROFESSIONAL MEMBERSHIP / LEADERSHIP**

*2016 - 2017* **LawSoc Committee Member**

* Debating convenor for secondary schools and women’s international competition

*2015 – 2016* **UCD Student Legal Service Society**

* Sub-editor of Annual Publication

*2013 – 2014* **Loreto College, St. Stephen’s Green**

* Chairperson of Student Council
* Chairperson of Debating Society

*2012 – 2013* **Badminton Club at Loreto College, St. Stephen’s Green**

* Founder and Sports Representative

**SERVICE ACTIVITIES**

*2016* LawSoc Committee Duties

* Organised international debating competitions, including the first weekend-long female International Varsity Competition in Ireland

*June 2014* Student Council: Spirit Week

* Organized week-long event

*2012-Present* Debating Society

* Chaired and judged debates (including final competitions)

**HONOURS/AWARDS**

*2016* Semi Finalist of UCD Legal Negotiation Competition

*2015* Winner of UCD Legal Negotiation Competition

*2014* Economics Subject Award Winner

*2014* Scored in the top 7% of the country with Leaving Cert results (525 points)

*2013* Inter-Loreto Public Speaking Competition Winner

*2013* Inter-Loreto Debating Competition Winner

**ADDITIONAL EXPERIENCE / PROFICIENCY**

**Skills:** Reliable / dependable, punctual, detail-oriented team player with leadership, public speaking, and 6+ years of debating aptitudes

**Software Applications:** Microsoft Excel, PowerPoint, Word

**Typing Speed:** Greater than 55 words per minute

**REFERENCES**

*Available upon request*