HOLLIE KEARNS

# PERSONAL DETAILS

*Address* 69 Parkmore Drive, Terenure, Dublin 6W, Dublin

*Tel* (086)2345268

*Email*  hollie.kearns@gmail.com

WORK EXPERIENCE

**Relevant work experience:**

**Sheehan & Partners Solicitors, Dublin**

*Duration* June 2018 – August 2018

*Job Title* Legal Intern

*Job Role* Consulting clients and barristers on daily basis

 Appeared in District Court on behalf of firm

 Sat in during case hearings to complete daily commentary of notes

 Fully compliant with case management computing system

**Shanley & Co. Accountants, Dublin**

*Duration* June 2014 – present

*Job Title* Office Clerk/Reception

*Job Role* Assist with filing of client’s paperwork particularly during summer and coming up to the annual year end

Compile spreadsheets of client information prior to input of year end accounts

Welcoming clients for appointments

 Dealing with office deliveries

**Other work experience:**

**Elverys Intersport, Dundrum Town Centre**

*Duration* November 2014 – November 2018

*Job Title* Senior Cashier, Sports Advisor

*Job Role* Senior cashier responsible for efficient operation of all tills and transactions

Responsible for ensuring each till has correct floats and cash in drawer during each shift

Fully trained in footwear and clothing departments. Successfully completed visual merchandising training

Give consistant excellent customer service

**Cones & Co., Dawson Street**

*Duration* June 2014 – November 2014

*Job Role*  Working with the public, serving customers and customer care

Responsible for stock control and ensuring on-time deliveries

Fully trained cashier

**All Books and News, Portlaoise**

*Duration* May 2010 - September 2010

*Job Role* Assisting of customer orders and transactions

 Competently operated computerised stock control system

 Responsible for replenishment of stock

***Experience Gained:*** handling large volumes of cash at a given time, completing visual merchandising and manual handling training, ensuring sufficient stock is available on a day-to-day basis and through quarterly stock takes, serving customers and ensuring their expectations are met thus improving customer service skills.

EDUCATION

**Bachelor of Science in Business and Law, Dublin Institute of Technology**

*Results*  Overall Grade: 2.1

**Our Lady’s School, Terenure**

Leaving Certificate completed

ACHIEVEMENTS

School Councillor as part of school council (2013 – 2014)

Awarded PE participant of the year (2014)

Award certificate of excellence in Business (2014)

Completed the Gaisce Bronze award during transition year (2012)

Captain of school hockey team at both minor and junior level

Full clean drivers licence

Fully qualified pool life guard

Published article in Farmers Journal

Manual Handling qualified

# HOBBIES AND INTERESTS

I like to keep active by going to the gym, running and I also still play hockey at a senior level with Rathgar hockey club. I enjoy travelling and exploring new cultures whenever I get the chance.

### REFERENCES

Dara Robinson Joan Shanley

Partner at Sheehan & Partners Solicitors Owner of Shanley & Co Accountants

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