HOLLIE KEARNS

PERSONAL DETAILS

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

*Tel* 0862345268

*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 Secretary

*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* 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 consistent excellent customer service

EDUCATION

**FE1 Examinations**

March 2019: passed 5 subjects

October 2019: sitting final three

**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

Elected as school prefect

Award certificate of excellence in Business

Completed the Gaisce Bronze award

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. This year I have increased my involvement with the club by volunteering as the registration secretary. 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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