**Curriculum Vitae.**

| A hardworking, honest, motivated individual with good planning skills, listening skills, creative skills and a passion for Social Justice |
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**Personal Details:**

**Name:** Holly Caffrey.

**D.O.B:** 28/12/1999.

**Contact**: 0851528907.

**Address:** 59 Rockville Crescent, Blackrock.

**Education:**

* Professional Diploma in Immigration and Asylum Law- City Colleges- February 2024 - April 2024.
* LLM Master of Law (specialisation in Environmental, Criminal Justice and Human rights)- Queen's University Belfast- September 2022- August 2023.
* UCD - BSC Social Justice and Sociology 2018 – August 2022.
* Secondary School 2011 - 2018: Loreto Abbey Dalkey Secondary School, Dalkey, Co Dublin.
* Junior Certificate – 2014.
* Leaving Certificate – 2018.

**Qualifications:**

* Food Safety (HACCP) programme, Supporting Staff at Level 1 (Stage I and II) 2018.
* Food Safety, Manual Handling and HACCP Training conducted in Dunnes Stores Cornelscourt 2018.
* Barista training by the head of Café Sol in Dunnes Stores, Cornelscourt.
* Barista training received by the head of Starbucks in Stillorgan.
* Received a certificate first aid course with the Red Cross.
* Received an ECDL for Microsoft PowerPoint and Microsoft Excel in 2016.
* Full Driver’s License and car- 2018.

**Work Experience:**

**Job Title: Legal Administrator.**

**Date:** November 2023- Present

**Employer:** Tuath Housing

**Address:** 33 Leeson Street Lower, Saint Kevin's, Dublin 2, D02 KD68

**Duties:**

● Researching and reviewing an array of legal documentation.

● Assisting the legal team in maintaining information and records and preparing reports. ● Assisting with the maintenance of filing systems.

● Maintaining a registry of properties owned, leased and managed.

● Acting as the initial point of contact for legal and insurance queries.

● Scanning documents, postage, file management, stationary.

● Monitoring and redirecting group and departmental incoming emails from third parties.

 **Job Title**: **Front of House Reception:**

**Date:** October 2022- September 2023.

**Employer:** Gym Plus Ballsbridge

**Address:** The Oval Building, Shelbourne Rd, Dublin 4, D04 Y4A4

**Duties:**

● Greeting members in the gym.

● Using Club Wise and Perfect Gym.

● Booking members into classes and personal training.

● Answering the phone and responding to emails.

● General admin and filling work.

● Using excel.

**Job Title: Brand Ambassador: promoted to ‘team leader’.**

**Date:** June 2021- September 2022.

**Employer:** Honey and Buzz.

**Address:** The Academy, Huckletree D2, 42 Pearse St, Dublin, D02 YX88

**Duties**:

● Coming up with different social media content to promote different brands and thinking of ways to enhance and raise awareness for campaigns.

● Using Excel and Microsoft Word to keep notes of logistics from the day.

● Working for Pure Piranha Campaign, Heineken’s new seltzer campaign- traveled around Ireland got promoted to Team leader.

● Upselling and informing customers about products.

● Working for Heineken 0 campaign.

● Working for Q102 and fm104 events.

● working for a fulfill campaign.

● Working for JTI- Logic and Nordic Spirit.

● Working at The James Bond premiere for Heineken.

● Doing general logistics for the company.

● Worked as an event liaison for Amazon's online digital event.

● Working in the head offices conducting market research using Excel and Microsoft Word.

**Job title: Office administrator.**

**Date**: June 2019- September 2022.

**Employer:** Auto View Cars Limited.

**Address:** Unit G1 Ballymount Drive, Ballymount Rd Lower, Walkinstown, D12 EN8A.

**Duties:**

* Secretarial and office duties.
* Filing and having responsibility for files.
* Excel work.
* Answering calls.

**Job title: Barista/cashier:**

**Date:** August 2019- December 2020.

**Employer:** Starbucks.

**Address:** Unit 44/45 Stillorgan Village Centre, Lower Kilmacud Rd, Stillorgan.

**Duties:**

* Making coffees on a professional barista machine and other Starbucks drinks such as Frappuccino’s.
* Taking orders and dealing with money and the till.
* Serving food.
* Responsible for cleaning the store and coffee machines at the end of the day.
* Responsible for opening the shop and turning on the machines.
* Dealing with customers and delivering extra customer service skills.

**Job title: Presenter/Producer.**

**Date:** Week of the 15th of December 2013 and 2014.

**Employer:** Colm Hayes.

**Address:** RTÉ 2fm, Donnybrook, Dublin 4.

**Duties:**

* Wrote a Christmas show for RTE Digital.
* Interviewed Miley Cyrus for my show and many people from different countries about how they celebrate Christmas.

**Voluntary work:**

**Job Title: Volunteer.**

**Date:** September 2018- July 2018.

**Employer**: Failte Refugee UCD.

**Address:** UCD.

**Duties:**

* Gave English lessons to asylum seekers from various Direct Provision centers who traveled to UCD.
* Underwent multiple training sessions with Failte Refugee before volunteering.

**Job title: Volunteer.**

**Date:** 2015-2016.

**Employer:** Cycle Against Suicide.

**Address:** Mobile charity.

**Duties:**

* Worked in a coffee shack handing out free coffee and worked with a till.
* Handed out leaflets for the charity regularly.
* Helped with the opening launch of the cycle in Swords Castle.

**Job title: Day Care Assistant.**

**Date:** 7th of March – 11th of March 2016

**Employer**: Step by Step child and family project,

**Address:** Orbey Chambers, 7 Coke Lane,Smithfield.

**Duties:**

* Cooked lunch for the children when they arrived from school.
* Helped the children with homework.
* Played games with the children in the playroom.

**Skills and Qualities:**

**Skill:**

Good communication skills.

**Quality:**

Dedicated.

**Achievements:**

* Awarded a Bronze in 2016 for Gaisce.
* Got promoted to Team Leader when I worked for Heineken marketing campaign with Honey and Buzz Marketing company.
* Took part in the choir for Joseph and The Amazing Dreamcoat in the Bord Gais Energy Theatre with stagecoach in 2009.
* Studied Spanish in the college ‘Spanish in Cadiz’ in Cadiz, for 3 weeks - (May – June 2017.)
* Traveled Europe for a month interrailing.
* Traveled South East Asia for four months.

**Interests and Hobbies:**

* Enjoy going to the gym weekly.
* Played hockey, 7 years’ experience with ‘Genesis’ club and school teams, where I was promoted to captain in both school hockey and outside hockey club.
* Creative writing. Entered the competition ‘Write A Book’ in 2013.
* Interested in music and have experience in playing the piano, singing for Junior Cert Practical.
* Helping with the charity Cycle Against Suicide regularly for mental health awareness.

**References:** All references available at request.