

Curriculum Vitae

Karen Creamer

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EDUCATION

Sep 2009 – Jun 2015	St. Josephs Secondary School, Rochfortbridge, Co. Westmeath.
June 2015	Completed the Leaving Certificate in June 2015 receiving 450 points.

FURTHER EDUCATION

Sep 2015 – May 2019	Maynooth University
	In my fourth year of a Bachelor of Laws (LLB) degree.
	My average grade from the past two years of exams is the equivalent to a 2.2 degree.

WORK EXPERIENCE

Date	Company Name	Position
May 2014 – Present	Haven Pharmacy Gildeas	Shop Floor Assistant
Responsibilities		
Currently employed here part time		
<ul style="list-style-type: none">• Keeping up to date and informed with new incoming stock.• Stock management within the store and placing orders.• Maintaining employee areas in a safe and hygienic manner, keeping the store clean and customer friendly.• Restocking shop shelves.• Learning the names of regular customers and building a relationship with them.• Adding customers to the loyalty system.• Presenting for work in a professional, presentable manner.• Assisting in the photography section: taking passport photos, operating printers and interactive computers, contacting customers via email, using MS applications.		

Date	Company Name	Position
2 nd – 13 th July	Kennedys Solicitors	Legal Intern
Responsibilities		
<ul style="list-style-type: none"> • Assisting legal secretaries with administrative work. <ul style="list-style-type: none"> - Scanning and photocopying documents - Uploading documents to the company's server - Making briefs for cases • Working closely with solicitors on current cases. <ul style="list-style-type: none"> - Updating files - Retrieving documents from the company's server and other websites e.g. PRA <p>During my time here, I worked as part of a team quite regularly. Contributing to the important work they did was a great experience. Along with this I also had to meet quite a few deadlines which really tested my organisational skills. Overall, I found this all a great experience.</p>		

Date	Company Name	Position
30 th July – 10 th August 2018	J.D Scanlon & Co. Solicitors	Legal Intern
Responsibilities		
<ul style="list-style-type: none"> • Working closely with Mr. Scanlon and the other solicitors on their current cases. <ul style="list-style-type: none"> - I did lots of legal research for many different cases. - I updated files for cases. - I put together briefs for cases. • I also researched and gathered information for a talk that Mr. Scanlon was doing. <p>Being in a smaller firm like this gave me a lot of learning opportunities which I know that I can put into practice in the future. I particularly found researching for cases most interesting and learned the most from this.</p>		

SKILLS & ACHIEVEMENTS

Team and Time Management:

- Experience in contributing to a team environment to achieve targets.
- Ability to work independently and monitor my own processes.
- Ability to work well under pressure and to prioritise workloads according to importance and urgency.
- Capable of multi-tasking and working to set timeframe

Personal Skills:

- Delivering outstanding customer service.
- Maintaining a respectful personal appearance.
- Good written, verbal, listening and numerical skills.
- Can follow instructions well to complete tasks.

HOBBIES & INTERESTS

I have a passionate interest in music and I play the piano. I have completed up to grade 8 of the Royal Irish Academy of music piano Exams which is one of my proudest achievements. In my spare time, I like to attend my local gym to keep fit and is something I enjoy doing to keep my body and mind healthy. I also have a keen interest in cooking and baking for my friends and family.

REFERENCES

Name	Mr. John Gildea	Mr. Dermot Scanlon
Company Name	Haven Pharmacy Gildeas	J.D Scanlon & Co. Solicitors
Company Address	Main St., Kinnegad, Co. Westmeath	The Bridge Centre, O'Connor Square, Tullamore, Co. Offaly.
Position in Company	Owner	Founder
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