**Kate Purdy**

***88 Glasnevin Woods,Glasnevin, Dublin, D11***

[***katepurdy123@gmail.com***](mailto:katepurdy123@gmail.com)

***Ph: 0858173618***

**Skills**

* I am a hard worker who is open to new ideas and challenges.
* I have excellent communication skills.
* I am a massive team player and that is the quality I value most in  
  my co-workers.
* IT skills: I am proficient in Microsoft Office packages, creating spreadsheets and power points. I am quite tech-savvy and can pick up new IT skills quickly.
* I have experience running social media accounts in my previous roles, so I am familiar with the strategy planning and creativity involved in marketing a social media account,
* I am an extremely passionate person and I always give 100% at  
  everything I do.
* I am a punctual person and had a perfect attendance in school.

**Experience**

***Legal & HR Intern***

***Irish League of Credit Unions June-July 2019***

* My responsibilities in The ILCU included:
* Answering legal queries that arise within credit unions.
* Writing reports and making spreadsheets in relation to legal correspondence.
* Main areas of law dealt with were Property law and Company law.
* Reception duties.
* Studying and researching the relevant legislation needed to carry out my role.

***Compliance Officer July- Sept 2019***

***An Post- GPO***

My duties included:

* Carrying out compliance checks on new and existing An Post customers
* Issuing access cards to staff members
* Answering customer queries
* Contacting customers to request information
* Carefully following GDPR guidelines
* Creating spreadsheets and using Oracle systems.
* General administrative duties.

***Cineworld Cinema*** ***March 2017-*   
*Team Member June 2019***

My duties included:

* Working on the floor, box office, kiosk, back of house, Baskin Robbins ice cream stand and also the bar.
* I have dealt with a wide variety of customers allowing me to develop my social  
  and communication skills greatly.
* I was part of the Buddy Team which trains in new employees and overlooks their  
  progression. We also help with the hiring process.
* I was part of the events and marketing team in Cineworld, as part of the team I help organise, set up and run premieres and events we hold in the cinema.
* Completing my daily duties and managing my time

***Life Style Sports – Arnotts Dublin 1***

***Sales Assistant Sep-Dec 2016***

My duties included:

* I helped with the re-fit and setting up of the store before we first opened.
* Stockroom and fitting room duties.
* Cash handling and ordering stock.
* Processing deliveries. 
* Passing on product knowledge to customers to aid their decisions.
* Helping my team meet our weekly target.
* I was a social media coordinator and ran our stores social media accounts.

***H. Samuel***

***Sales Associate & Jeweller Jul-Sep 2016***

My duties included:

* Meeting and exceeding strict targets.
* Cash handling.
* Creating a memorable experience for customers buying engagement rings and  
  other special gifts.
* Fixing watches and cleaning jewellery.
* Organising window displays.

***Topshop Oct 2015-Jan 2016***

***Sales Assistant***

My duties included:

* Carrying out daily tasks and shop standards.
* Stockroom and fitting room duties.
* Assisting and greeting customers in a friendly manner.
* Representing the brand through my clothing and social media.

***Education***

* ***Dublin City University Glasnevin, Dublin 9***Bachelor of Arts: Law and Media Studies.  
  September 2016 – May 2019.

2.1 achieved.

* ***St. Mary’s Secondary School Glasnevin, Dublin 9***

September 2011- May 2016.

Leaving Certificate completed in 2016.

415 points achieved.

***Modules Taken***

***Media Law***

|  |  |
| --- | --- |
| Media Religion and Society | Company Law |
| Communication Studies | Tort Law |
| Cultural Studies | EU Law |
| Media Science and Technology | Criminal Law |
| Film Theory | Property Law |
| Televison Drama | Equity and Trusts |
| History and Structure of the Media | Legal Research and methods |
| Analysing Media Content | Irish Legal System |
| Press and Public Relations | Media Law |
| Media and Power | Family Law |
| Media Audiences | Contract Law |
| Social Media in Everyday life | Constitutional Law |

***Achievements & Hobbies***

* *I received a fainne attending a Gaeltacht course for fluency in Irish*
* *I have received awards in school for attendance, co-operation and positivity.*
* *I also received awards for excellence in PE and Home Economics.*
* *I completed a marathon for the RNLI.*
* *I am a member of the Law Society, Enterprise Society and Raising and Giving  
  Society in DCU.*
* *I was a prefect and peer mediator in school.*
* *I go to gym in my spare time and I have interests in fashion and travel****.***

***References***

* Inge Van Camp Manager,

Client Service Centre UTI Worldwide,

North West,

Ballycoolin Business Park,

Dublin 15.

086 0241 665

* Suzanne O'Brien, Manager at Topshop

Jervis Shopping Centre, Dublin 1.

Store number: (01) 878 0477

* Kevin Smith,

Manager at H.Samuels,

Henry Street, Dublin 1,

Store number: (01) 873 3488

*\*Written and additional references on request*\*