**Lauren Butler Fitzpatrick**

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**Education:**

**2015 – Present: Bachelor of Arts in Law and Spanish**

**Dublin City University**

*Relevant Subjects:* Law of Torts (68%) Constitutional Law (64%) Irish Legal System (60%)

Legal Research and Methods (62%) Advanced Law of Torts (68%) Spanish Language 3 (59%) Spanish Language 4 (60%) Introduction to the Study of Languages (62%) Language, Culture and International Communication (65%) Spanish Literature (55%)

*Results:* Expected Result 2:1

2nd Year: Awaiting, 1st Year: 2.1

**2014 – 2015 Bachelor of Arts in International Tourism and Spanish**

**Dublin Institute of Technology –** I left this course in January 2015 as I decided that I would like to pursue a career in law and expand my knowledge of Spanish.

**2009 –** **2014 Mercy College, St Brendan’s Avenue, Dublin 5**

*Leaving Certificate Results*

I achieved 4 honours and 1 pass on higher level papers and 2 honours on ordinary level papers.

**Work Experience:**

**Employer: Sports Surgery Clinic, Clerical Officer (March 2015 – Present)**

*Duties:*

Sports Medicine Department (May 2016 – Present)

* Set-up patient referrals from consultants both within the clinic and external.
* Liaise with physiotherapists regarding patient queries.
* Check-in patients for their appointments.
* Responsible for the end of day cash up.

Admissions Department (September 2015 – May 2016)

* Admitted patients for surgical procedures.
* Verified insurance details.
* Took payments by card, cash and cheques.

Medical Records (March 2015 – September 2015)

* Collected charts.
* Logged blood reports including microbiology and histology.
* Dealt with both internal and external telephone queries regarding patient charts.

Theatre (March 2015 – September 2015)

* Distributed theatre lists.
* Arranged all discharge letters for day case procedures.

Inpatient Ward (March 2015 – September 2015)

* Attended handover meetings with both nursing staff and physiotherapists.
* Arranged beds for incoming patients.
* Liaised with doctors regarding patient queries.

**Employer: Sports Surgery Clinic, Research Administrator (May 2016 – Present)**

*Duties:*

* Input data, including intra-operative reports and post-operative questionnaires.
* Schedule physiotherapy appointments to correspond with consultant follow-up appointments. This involves communicating with the three different offices taking part in the research programme.
* Responsible for keeping all offices up-to-date via an Excel spreadsheet.

**Achievements**

**School, Giving Tree Campaign Organiser (November – December 2012)**

* Worked as part of a team to arrange the successful Giving Tree campaign in aid of St Vincent de Paul.
* Made presentations at assemblies to encourage students to take part.
* Arranged the collection of the presents.

**School, Class Prefect (September 2013 – June 2014)**

* Visited my class at least once every day to ensure they were getting on well and completing necessary tasks i.e. cleaning etc.…
* Encouraged the students to take part in team activities and competitions.
* Completed a leadership and mentoring skills programme.

**Skills and Qualities**

Work well independently and as part of a team.

Excellent proficiency in Spanish.

Ability to use Microsoft Word, Excel, Outlook and PowerPoint to an exceptional standard.

Proficient on both iMed and HIS, the systems used in the Sports Surgery Clinic.

**Hobbies and Interests**

Enjoy learning new languages. I recently completed an online course on how to teach English as a foreign language (TEFL).

Enjoy participating regularly in exercise classes and taking long walks.

**References**

Ms E. Connelly, Mercy College Coolock, Dublin 5, 01-8480888

Ms Mary O’Brien, Director of Nursing, Sports Surgery Clinic, Santry, Dublin 9, 01-5262000

Ms Michelle Lynch, Sports Surgery Clinic, Santry, Dublin 9, 01-5262030.