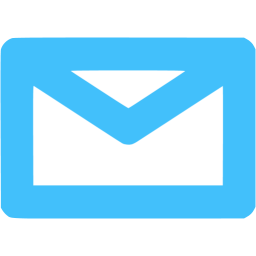


*Lilian Foley*

MY CV

 Bellelake House, Woodstown, Co. Waterford

 lilianefoley@hotmail.com

 086 369 4854



PERSONAL PROFILE

Determined, ambitious and highly focused 3rd year Law student with good secretarial and administrative experience. Strong interpersonal skills and customer focussed with the ability to build good relationships. Very capable with a high level of accuracy and consistency in all areas of work. A self-starter who embraces new challenges and has a proven ability to work within a team. Flexible with the ability to adapt easily and learn new skills quickly.

**Key Skills:**

|  |  |
| --- | --- |
| **Organisation** | Ability to work in a methodical manner by prioritising and using effective time management. |
| **Drive** | I am personally ambitious with a determination to succeed. |
| **Interpersonal** | Strong communication skills. Socially adaptable with all personalities. Strong team player who follows and loves direction. |
| **Communication** | Excellent written and verbal communication skills and confident in delivering presentations. Confidence and communication ability developed through seven years of active membership of a stage school. |
| **Trustworthy** | Trust is a strong personal value of mine illustrated through being voted into areas of responsibility for various committees |
| **IT** | Excellent knowledge of MS office |

EDUCATION & PROFESSIONAL QUALIFICATIONS

### **LLB Law Degree -** NUI Maynooth2016 – Present

### *Overall First Year Result: 2.1 (69)*

### *Overall Second Year Result: 2.1 (65)*

### **Leaving Certificate -** St. Angela’s, Ursuline Convent, Waterford2016



WORK EXPERIENCE

### **Office Administrator STS,** Cleaboy Business Park, Waterford (August 2018 & June – July 2017)

*STS is provider of electrical engineering as well as instrumentation services in Ireland, the UK and Europe.*

Duties and Responsibilities

* Working with the marketing department on a project to advertise attendance at the Construction Expo in Croke Park.
* Providing general office assistance across all departments including archiving and filing documentation and providing cover on reception when required.
* Reviewing the status of projects and the resources allocated to each project to determine when resources could be reallocated to upcoming projects.

**Office Assistant Kenny Stephenson Chapman,** The Park, Waterford (June 2014)

*Kenny Stephenson Chapman is a firm of solicitors based in Waterford.*

Duties and Responsibilities

* Managing Reception
* General office administration work, such as filing documents, archiving, post, general operations.

**Office Administrator O’ Sullivan Scanlon Brazil,** Clyde House, The Quay, Waterford (Feb 2014)

*O’Sullivan Scanlon Brazil are a firm of Chartered Certified Accountants and Statutory Auditors*

Key Duties and Responsibilities

* Assisting with general office duties
* Inputting sensitive client data into spreadsheets.



VOLUNTARY EXPERIENCE

**Secretary Maynooth Saint Vincent de Paul,** Maynooth (2018 - 2019)

* Responsible for the organisation of meetings including informing meeting participants of details.
* Taking and distributing meeting minutes.
* Responding to emails from both members and head office and distributing information as required.

**PRO Gailltír Camogie Club,** Waterford(2017 - 2019)

* Managing social media for the club including the administration of the club’s Facebook account.
* Responsible for the promotion of club activities such as county finals and the clubs recent 60th anniversary celebrations.
* Responding to queries with regards to training and new members.

**Senior Management** **Team Gailltír Camogie Club,** Waterford(2017 - 2019)

* Responsible for taking statistics during camogie matches in a pressurised, tense environment

**Ladies Committee Ballygunner Hurling Club,** Waterford(2017 - 2019)

* Preparing and supplying of food for all senior grade teams (Minor Junior, Intermediate and Senior) following training sessions.
* Catering for visiting teams following friendly challenge games

**Club Secretary Atomic Foróige,** Ballygunner,Waterford(2013 - 2015)

* Organising meetings and taking detailed minutes.
* Dealing with correspondence between the various Foróige clubs in the region.



INTERESTS & ACHIEVEMENTS

Academic Achievements

* 2015-2016: 6th Year Class Prefect
* 2013-2014: 4th Year Vice-Class Prefect
* 2013: WIT School of Business Award for receiving an A in Junior Certificate Business Examination.

Personal Interests & Achievements

* Currently studying towards the Performance Assessment with the Associated Boards of the Royal Schools of Music. (ABRSM)
* 2017; Passed Grade 8 Piano Exam with the Royal Irish Academy of Music.
* 2008-2015; Member of the David Hennessy Stage School.



REFERENCES

Excellent references available upon request