Lucy Hannon

Experience

*Headfort Arms Hotel*

Period of Employment: December 2020 – Present

Waitress

Headfort Arms Hotel, Headfort P1, Townparks, Kells, Co. Meath

A82D2C1

Duties:

1. Barista trained to serve coffee in the hotel Café
2. Money handling when taking payment for bills both cash and card
3. Bar trained to serve in the hotels nightclub which is a quick and dynamic setting
4. Customer service

*Patrick J Carolan & Co Solicitors*

Period of Employment: June 2024 – 1st September 2024

Thomas Street, Bailieborough, Co. Cavan

Duties:

1. Scanning and Copying Documents
2. Writing up Schedules of Documents
3. Drafting letters for clients
4. Making calls to other offices for information on cases
5. Archiving files once a case was closed
6. Reception, where I answered the phone to potential and current clients
7. Organizing and sending out the daily post

Education

September 2022 - Present

Bachelor of Civil Law with Criminology

Maynooth University, Co. Kildare

September 2021 – June 2022

Pre-University Law Level 5 PLC

Cavan Institute, Co. Cavan

September 2015 – June 2021

Leaving Certificate

Virginia College, Virginia, Co. Cavan

Skills

* Money Handling
* Competent understanding of leap
* Good customer service
* Conflict and Resolution Skills
* Competent use of Big Hand for dictation
* Barista trained and being able to maintain hotel 4-star standards through beverage service
* Good communication skills
* Ability to work in a Fast-paced environment through my experience in food service and working in a nightclub
* Organized from keeping an accurate log of all callers in the Solicitors office

**Achievements**

* Headfort Arms Hotel Young employee of the year 2023
* Completed Safe Food Certificate
* Gaisce Bronze Award 2018

**References**

Eamon Carolan Partner

*Patrick J Carolan & Co. Solicitors*

Phone: 0876876686

Office Tel: 0429665377

Des McDermot

*Food and Beverage Manager at Headfort Arms Hotel*

Phone: 0871762901

Deborah Healy

*Duty Manager at Headfort Arms Hotel*

Phone: 0834381232