**Curriculum Vitae**

I am well-rounded, conscientious and a hardworking person. I am considered reliable, well-organised, a good communicator and I work well as part of a team.

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**Personal Details**

Name: Megan Renwick

Address: 16 Trees Road, Mount Merrion, Co.Dublin

Contact: meganrenwick1@gmail.com (0857677277)

Date of Birth: 16/12/1996

**Education**

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| --- | --- |
| Primary School: Scoil San Treasa (2001-2009) The Rise  Mount Merrion Co Dublin | Post Primary: Mount Anville Secondary School(2009-2015) Mount Anville Road Goatstown Dublin 14 |

Third Level: University College Dublin

(2015-2018) Belfield, Dublin 4

**Examinations & Qualifications**

Bachelor of Social Science Degree at University College Dublin – 2.1 degree

Leaving Certificate 2015 – 425 points

**Work Experience**

Job Title: Barista

Date: September 2017 – July 2018

Employer: Café Sol

Cornelscourt Shopping Centre, Bray Rd, Cabinteely, Dublin 18

Duties:

* Customer order taking and cashier
* Barista: making and serving hot drinks, mainly coffee
* Fresh food monitoring and restocking
* Cleanliness: clearing down tables and equipment

Job Title: Hostess

Date: June 2017 – August 2017

Employer: Delhi 6 Indian Bistro

 1766 West 7th Ave, Vancouver, British Columbia, BC V6J 4Z9

Duties:

* Preparation of the restaurant before opening
* Greeting & seating guests and general customer service
* Taking orders and placing them on the system for the kitchen
* Serving food and clearing away finished plates

Job Title: Juicer

Date: June 2017 – August 2017

Employer: Nectar Juicery

 153 West 7th Ave Vancouver, BC V5Y 1L8, Canada

Duties:

* Preparation, juicing and blending of health drinks
* Bottling and preparing juice cleanse packages

Job Title: Administration and Office Assistant

Date: September 2016 – April 2017

Employer: REA Ed Dempsey Estate Agents

 111 Foster Avenue, Corner of Roebuck Road, Dublin 14

Duties:

* Office Administrator for Estate Agency with experience in;
* Managing property offers on the Vebra Alto property sales IT system
* The Letman property letting system & the Lex accounting system
* Dealing with customer inquiries about properties
* Working as part of a team

**Interests and Hobbies**

As an all-rounder with good interpersonal skills and a team player, I have a variety of interests and hobbies including:

* Basketball – I played basketball for my school team for 6 years from 2009-2015 and was captain of the Mount Anville U16 B team
* Hockey – I played hockey for Mount Anville school teams
* Horse riding – I have been horse riding for 11 years and completed a number of the AIRE exams
* Surfing – Member of the UCD Surf Club
* Skiing – I have been skiing since the age of 3
* I also enjoy tennis, photography, travelling and meeting new people

**Achievements:**

* Achieved 425 points in the Leaving Certificate
* U19A basketball team 2014/2015 and winners of the U19 B South Dublin League 2015
* U19B basketball team 2012-2015 runner up in the U19 C South Dublin League 2014
* U16 B basketball team 2011/2012 (captain)
* Darkness into Light and Simon Fun Run charity runs
* AIRE horse riding exams A,B,C,D and Stage 1
* Education and Culture Lifelong learning programme COMENIUS 2013-2015

**Referees:**

Mr. Ed Dempsey Café Sol

REA Ed Dempsey Estate Agents Dunnes Stores Cornelscourt

1. 288 0004 [(01) 289 2677](https://www.google.ie/search?q=dunnes+stores+cornelscourt+address&oq=dunnes&aqs=chrome.2.0j69i57j69i59j35i39j0l2.5119j0j4&sourceid=chrome&ie=UTF-8)

Signed: Date:

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Megan Renwick