Curriculum Vitae – Rachel Tarrant

**Address:** 4 Ardilea Wood, Clonskeagh Dublin 14

**D.O.B:** 21st July 1995

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**Personal Profile**

I am a hardworking, reliable and diligent team player with a willing attitude.

**Education**

**September 2008 – May 2014:**Mount Anville Secondary School

                                                  Leaving Certificate – 505 points

**September 2014 – present:** University College Dublin – International Bachelor of Arts in History and Political Science

**September 2016 – June 2017:**University College London – studying history

**Work Experience**

**Work Experience- 5th June – 9th June 2017: Kerman & Co LLP Solicitors**

* I interned in the corporate department in Kerman & Co.
* My responsibilities included research, filling out forms, various office administration tasks.
* I observed and assisted the reviewing and amending of a client’s prospectus.
* I filled out Companies house forms for a limited company, including giving details of shareholders.
* I attended meetings with fee earners.

**22nd May 2017 – 2nd June 2017: Kidd Rapinet Solicitors**

* I worked as an intern in Kidd Rapinet for two weeks.
* My responsibilities included research, attending meetings, reviewing and amending documents, and creating document folders, and various office administration tasks.
* My research in particular involved the applicable laws and procedures to challenge the imposition of a penalty charge, which proved successful.
* I attended meetings with partners and fee earners and was privy to the taking of instructions and tendering of professional observations in relation to a number of areas of law, including post-nuptial agreements and private immigration instructions.
* Among the documents reviewed and amended was a draft lease.
* My administration responsibilities included contacting her Majesty's Revenue and Customs in relation to information provided to that Office by the firm on a private client matter.

**July 2017 – present: Marimar Boutique**

I work part-time as a shop assistant.

My duties include:

* Sales
* Cash handling
* Opening and closing the shop
* taking the till's z score readings, counting the float and accounting for all cash and card sales at the end

of the day.

**November 2014 – June 2015: Powerscourt Arms Hotel, Enniskerry, Wicklow**

I worked as a waitress and did some training in receptionist work.

My duties included:

* Sales
* Taking orders
* Clearing tables
* Bar work
* General organisation assistance

**September 2014 – April 2015: Sugar and Ice, Enniskerry, Wicklow**

My duties included:

* Sales
* Cash handling
* Opening and closing the shop

**December 2012 – June 2015: Babylon Events, Enniskerry, Wicklow**

Babylon Events is a busy event management company dealing with all forms of events from private parties to corporate events.

My duties include:

* Event Co-ordinator
* Waitressing
* Conference registration desk

**Summers of 2012 / 2013: Courtown Sailing Club, Courtown, Wexford**

I worked as a Sailing Instructor during the summers of 2012 and 2013.

My duties included:

* Teaching (both on water and on land) of children ages 9 – 16
* Administering First Aid when necessary
* Helming and crewing Lifeboats

**Work Experience – 2011: Brand Events**

My duties included:

* Managing phones
* Dealing with public Enquiries
* Selling tickets

**Work Experience – 2012: John Trainor Senior Council**

My duties included:

* Attending court hearings
* Researching the judicial system

**Skills**

* IT- proficient with Microsoft office. Utilise internet and e-mail on a regular basis.
* Communication skills – I have developed communication skills during my time in Marimar Boutique

where I’ve learned that communication is key to building good customer relationships.

* Leadership skills – I developed good leadership skills during my work as a sailing instructor.
* Teamwork skills – My teamwork skills were greatly improved through my work in Babylon Events

where I worked predominately with a team.

* Problem Solving skills  - I greatly developed my problem solving skills in Kidd Rapinet when I

successfully overturned a penalty charge.

* Presentation skills – I am constantly improving my presentation skills during my studies in UCD.

**Interests & Achievements**

* Currently hold a full clean Irish driving license
* Hockey, Tennis (singles and team leagues), Sailing
* Music – Piano Grade 6

                           Violin Grade 4

                           Singing

* First Aid Certificate, Renewed April 2014
* VHF Radio Certificate, Issued February 2012
* ISA National Powerboat Certificate, Issued February 2012
* RYA Dinghy Instructor, Qualified April 2012

**Referees**

Sarah Mortimer                                                      Shay Vickers

Managing Director                                                 Manager

Babylon Events                                                      Powerscourt Arms Hotel

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Andrea Mortimer     Richard Tymkiw

Manager                                                                 Partner

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