**Ruth Anderson**

33 Avoca Road, Blackrock, Co. Dublin, A9KX59

**Contact number:** 0862576409 **Email:** [anderson.ruth4@gmail.com](mailto:anderson.ruth4@gmail.com)

Date of Birth: 26/08/1998

**Personal Profile:**

I am a hardworking and ambitious individual who strives to achieve the highest standard at any given task. Through my various experiences to date I have developed exceptional interpersonal skills to provide a customer centered service. I am a self-motivated person who works excellently alongside others and alone. My aim is to extend my knowledge and experience alongside bring personal attributions to the company.

**Education:**

**2011 - 2017**: Muckross Park College – Secondary Education

**2017 - present:** University of College Dublin (UCD) **-** Social Science (BSocSc)

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| --- | --- |
|  | GPA: |
| Year 1 | 3.55 |
| Year 2 | 3.53 |

**2019 - 2020:** I am currently completing my academic year abroad at The

University of Connecticut (UCONN).

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| --- | --- |
|  | GPA |
| Semester 1 | 3.53 |

**Employment History:**

**Host Restaurant:**

**Address:**  13 Ranelagh, Dublin 6.

**Role:** Front of house staff - September 2017- August 2019 (and December 2019)

* Providing exceptional service and ensuring immaculate presentation of the settings.
* Working as part of a close-knit team in a fast-past environment.
* Dealing with customers queries and complaints, which required quick thinking and allowed me to develop strong communication and people management skills.

**Outset Agency:**

**Address:** 7 Pembroke Street Upper, Dublin 2.

**Role:** Social Media Intern: June 2019 -August 2019

* Assist the social media team in the management of digital influencer marketing campaigns.
* Assist in the general distribution of press releases and media alerts.
* Conducted online research for targeted audience demographics to identify viable ideas.
* Provided support and involvement in all areas of the business.

**Anderson and Gallagher Solicitors:**

**Address:**  29 Westmoreland Street, Dublin 2.

**Role:** Legal Assistant: June 2016- July 2016 | July 2017 | June 2018

* Attendance at consultations between solicitors and clients, while I was required to attendance take notes.
* Attending Counsel at various court listings in both the Circuit and High Court where I was required to hand papers to the court, as well as write-up attendance notes.
* Filing documents in the Circuit Court Office and the Central Office of the High Court.
* Stamping and filing of various court papers in the Dublin Circuit Court Office in

**Compass Ireland:**

**Address:** The Aviva Stadium, Lansdowne Road, Dublin 4.

**Role:** Casual Employment Waitressing and Bartending: January 2016 – October 2016

* Working at large corporate events, which required strong communication skills as well as the ability to work alongside new team members each week.
* Working under pressure with the ability to quickly adapt to different roles and tasks set by the Managers.

**Referees:**

* Sean Connaughton, Manager of Host Restaurant.
* Noel Gallagher, Partner at Anderson & Gallagher Solicitors.
* Mark Jacobs, Director at Outset Agency.

**Notable Achievements (Academic, Charitable and Sporting):**

* Fundraised for and participated in an 18-hour Dance Marathon for Connecticut Children’s Hospital, Connecticut Feburary 2020.
* Chosen by UCD to complete my education abroad at the University of Connecticut (UCONN) 2019-2020.
* Member of the UCONN boxing team and track teams.
* Member of UCD Tag Rugby team 2018/19.
* Organised and participated in a Charity Boxing Fight night in aid of Pieta House.
* Chosen by committee to be Muckross Park College’s representative on the Dublin Diocesan Pilgrimage to Lourdes in 2016.
* Continued to volunteer as a helper on the Dublin Diocesan Pilgrimage to Lourdes in 2017 and 2018, achieving a Bronze medal.
* Volunteer at the Royal Hospital Donnybrook, 2014.
* Volunteer at DSPCA (Dublin Society for Prevention of Cruelty to Animals), 2015.
* First Aid Training Course, completed in Muckross Park College, 2015.
* Student of Cadiz Language School, Spain April 2015.