**Sarah Lalor**

9 Millwood, Aughrim.

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Mobile Number: 083 0053733

**PERSONAL PROFILE**

A strong customer focused individual with four years’ experience in the workplace. An enthusiastic people person with strong interpersonal skills and a team player. Ability to use initiative and work on a variety of tasks with concentration and focus. A logical individual with a creative problem-solving ability. Confident and ambitious with a keen desire to engage in a career in law.

**KEY SKILLS**

* Proficient in computer software programs, such as Microsoft office applications
* Experience with office equipment such as printers, copiers and scanners
* Excellent research skills
* Capable of multi-tasking while managing conflicting demands
* Strong organisational skills
* Excellent spelling and proofreading skills
* Customer Service Experience
* Ability to produce constant accurate work even whilst under pressure.
* Ability to maintain confidentiality
* Representing Maynooth University nationally as part of The Dance Society

**EDUCATION AND TRAINING**

**2022- to present** Maynooth University, Mariavilla, Maynooth, Co. Kildare

 **MSc Psychology, Level 9**

Research methods in psychology, ethics and debates in psychology

**2019 – 2022** Maynooth University, Mariavilla, Maynooth, Co. Kildare

 **BCL Law & Arts, Level 8**

 Psychological Studies, Criminal Law, Company Law, Law of Torts, Legal

 Research, EU law, Law of Equity

**2013 – 2019** Avondale Community College, Rathdrum, Co Wicklow

 **Leaving Certificate & Junior Certificate**

6th Year Prefect, Member of Student Council, BT Young Scientist Participant

**WORK EXPERIENCE**

**2019 – to present** Claire’s Accessories, Co Wicklow

 **Supervisor**

* Essential customer service role also frontline staff during COVID-19
* Dealing with customer queries
* Resolving customer complaints
* Working as part of a team
* Cash handling and stock control
* Engaging in sales promotions
* Attending staff briefing and interacting with members of the public
* Maintaining a clean and hygienic work environment

**2018– to 2019** Clone House, Aughrim Co Wicklow

 **Member of Housekeeping team**

* Ensuring the comfort of residential guests
* Tidying and cleaning duties
* Escalating guest issues to the relevant manager
* Food service and hygiene tasks
* Being a member of a team during busy periods

**2017-2018** Eunice Power Catering, Co Dublin

 **Waiting Staff**

* Dealing with customers issues and ensuring a high standard of customer care
* Food service duties
* Cleaning and maintaining hygiene standards
* Working as part of a team in a busy hospitality environment

**ADDITIONAL INFORMATION**

* Full Clean Driving License and own transport
* Member of The Maynooth University Dance Society and Law Society

**INTERESTS & ACHIEVEMENTS**

* Dancing: Current Vice President of Maynooth University Dance Society and competed nationally several times. Teaching daily classes in the college to other students.
* Athletics: A long-time member of Aughrim Athletics Club, competing all over Ireland in many competitions.
* Singing: Was given the opportunity to sing the National Anthem at numerous GAA Finals.
* Research: Took part in the BT Young Scientist and utilised both primary and secondary research sources.

***REFERENCES AVAILABLE ON REQUEST***