SEONADH **TWOMEY**

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**SUMMARY**

A fast and eager learner with incredible work ethic.

**HIGHLIGHTS**

* Friendly and enthusiastic Completed courses in the following fields:
* Hard working -First Aid (Valid for 2016 onward)
* Ambitious -A.S.I.S.T. Course 2017.
* Innovative -The “Gaisce Award”
* Confident -ECDL Course

-The Young Social Innovators

-Completed a SafeTalk (Suicide Awareness) Course 2016.

**EDUCATION –**

* Presently completing a Masters in Common Law in University College Dublin.
* Completed an Undergraduate BA Politics & International Relations and History Degree in University College Dublin with a Second Class Honours GPA of 3.37.

**Leaving Cert. Results 2014**

* Attended Dominican College Wicklow from 2008-2014

2014 Leaving Cert. Results- 400 Points

Art (Higher Level) – A2 Biology (Higher Level) –C2

History (Higher Level) – C1 English (Higher Level) –C3

Irish (Higher Level) – C1 Spanish (Higher Level) –D3

Maths (Ordinary Level) –B3

**EXPERIENCE**

**Bartender-** Tramline Night Club, 5 Hawkin Street, Inner City Dublin, Working from June to August of 2017. Duties and Responsibilities- Set up and closed the handling of two separate bars within the one establishment. Bartended at a nightclub capacity, with the skills of general serving but also cocktails. High intensity and fast pace serving to a huge number of customers over the span of a shift.

**Supervisor and Auditor at University College Dublin Summer Residence -** UCD, Belfield. Working from May 2017 to August 30th, 2017. Duties and Responsibilities- Dealt with the maintenance, day to day activities and upkeep of the college accommodation over the summer period. Managing groups as much as eighteen people at a time and their individual needs. Was the first point of call to each person and responsible for them during the working day. Dealt with daily reports, timesheets, supervision and emergency incident reports.

**Residential Assistant-** University College Dublin Residential Services, University College Dublin, Dublin 4.Working from September 2016 to May 2017.

Duties and Responsibilities- Acted as the out of hour’s first response to over 3,200 student on UCD campus. Hold a first aid, fire and safety, SafeTalk (suicide awareness training) and managerial skills. Dealt with the day to day issues of students; lockouts, maintenance of apartments, dealing with students at a personal level, among others. Dealt with inebriated students having unauthorised gatherings; wrote up reports and daily hand over’s for UCD Residential Services.

**Waitress- Romney Stone Restaurant-** Ashford, Co. Wicklow. Working from May 2016 to August 2016.

Duties and Responsibilities- Dealing with customers upon entering, serving customers as well as orders, dealing with food exchange from kitchen to table, dealt with bar work in terms of pulling drinks to making cocktails. I dealt with taking stock of the bar, cleaning up every evening and setting up every morning. Dealt with the till work of cash up every evening and ordering in new product when needed.

**Sales Assistant- Newbridge Concession, House of Fraser-** Dundrum Shopping Centre, Dublin 14. Working from August 2014 to May 2016.

Duties and Responsibilities- Till work: refunds, exchanges, gift receipts, gift cards, tax free receipts etc., people management, financial skills in terms of - organising deliveries, postage and stock movement from the source to our concession, dealt with both House of Fraser product and customers as well as the Newbridge stock and customers, replenishment of stock, merchandising and stock takes, dealt with breakages and the organisation of the concessions finances on a daily bases - Was working 36 hour weeks with Newbridge, on top of my five day week college course during this period.

**Waitress- Ashford Oriental Restaurant** – Ashford Town, July – August 31st, 2015.

Duties and Responsibilities- Dealing with customers from entering, talking orders, serving customers, dealing with food orders as well as drink orders, taking stock, cleaning up every evening and setting up every evening. Dealt with the till work of cash up every evening and ordering in new product. I was working this particular job along with Newbridge in House of Fraser for just under a month during the summer.

**Ceannaire-** Aoibhneas Summer Camp, Gaelscoil Chill Mhantain, Wicklow- July 2011-13.

Duties and Responsibilities- Assisting and caring for children, supervision of yard, preparing Sports Day, teaching ceili dancing, refereeing games, securing building, adjudicating talent show, participating in talent show, demonstrations during aerobic classes, office administration including answering phones, photocopying, cleaning building and facilities.

**Gael Linn- Gaeltacht, Ceannaire-** Gael Linn Gaeltacht in Eachleim, Co. Mayo Cursa B(22nd of June to the 13th of July, 2014) and Mhachaire Rabhartaigh, Co. Donegal, Cursa C(28th of July to the 19th of August, 2014).

Duties and Responsibilities-Worked three weeks on an Irish course with over 180 students, spoke Irish fluently with both staff and students, dealt with office administration and organised games, competitions and many other activities. Dealt with finances and the safety, care and well-being of the scholars on the course.

**ACHIEVEMENTS**

* Took part in the National Mooting Competition 2017.
* A Student Ambassador for University College Dublin 2016/2017.
* Took part in the Science Society cycle to Galway in aid of Crumlin Children’s Hospital 2016
* A Committee member for UCD Relay for Life, an event organised to raise for Cancer Research both for 2016 and 2017.
* A Peer Mentor within UCD college- 2015.
* A Co-Captain of the University College Dublin Whites Lacrosse Team.
* Was awarded the position of a tutor to second year student within Dominican College Wicklow, during my last year in secondary level education. This position meant I looked after each students needed and issues within the school year.
* Certificate in First Aid, Public Speaking, ECDL and Food Safety.
* Student of the Year Award in 2010 and 2013.
* Student Affirmation Award in Art from 1st to 3rd Year and 4th to 6th Year.
* Fainne Oir and Airgead for the Irish language.
* Holds a full Irish drivers licence.

**REFERENCES**

Shane Quinn, Principal of Gael Linn Gaeltacht Eachleim, Co. Mayo, Tel: 087-6547933

Margaret Dilworth, Area Manager for Newbridge Silverware, House of Fraser, Dundrum, D4, Tel:086-7924479.

Mrs. Mary White, Principal, Dominican College Wicklow, Tel:0404-68111

Michelle Clune, Director/Principal of Aoibhneas Chill Mhantain, Tel:086-3639840