

## SHANNON COGAN

### Profile:

- An aspiring Law graduate with an abundance of Administrative and Client care experience to date.
- Experienced in the use of case management systems, advanced Microsoft Office and tailor-made systems.
- An active member of the Law Society and FLAC Society at Maynooth University.
- Offered Permanent positions / Lengthened contracts due to quality of work from summer roles including Office of Public Works.
- An energy to launch a career within the Legal Arena.
- Recently awarded Maynooth University's Department of Law Mooting Prize.
- Exceptionally organised individual who has always worked when studying constantly enhancing communication skills and building a consistent profile of experience.

### Education

**September 2017 - Present**

**LLB Law Degree at Maynooth University (Currently 2:1)**

**September 2011 – June 2017**

**Sligo Grammar School, The Mall, Sligo**

**Leaving Certificate 2017 (H2, H2, H3, H3, H4, H5, O3, O3)**

**Junior Certificate – 9 Higher Level Subjects**

### Career History, Skills and Experience

**September 2018 – Present**

**Eden Recruitment**

**3 Arena Bartender**

- Serving Customers when they approach the bar.
- Working in an extremely busy and fast paced environment.
- Cashing in and out the till at the start of every shift and end of shift.
- Setting the bar up upon commencing a shift and ensuring the bar is left in a clean manner at the end of a shift.

**July 2019 – September 2019**

**Office of Public Works**

**Temporary Clerical Officer**

- Carried out the general duties of a clerical officer which include filing, answering phone calls and assisting my fellow colleagues.
- Placed in the National Historic Property division of the OPW and this involved regularly visiting sites with my manager.
- Attended weekly operational meetings of sites. At these meetings I took the minutes and upon return to the office I wrote them up and reported them to my manager.
- Carried out the duties required my Civil Servants which included completing PMDS for my time spent in the OPW. This involved me outlining what my goals were at the commencement of my contract. Upon finishing my contract, I outlined if I had completed these goals and how I did so.

**October 2018 & May 2019**

**Mayo Region**

**Poll Clerk**

- Ensuring the people who entered the polling station were ticked off the registration list and given their polling cards.
- Meeting the needs of the Presiding officer when a task was put forward by them.

**August 2017 – September 2018**

**Murphy's Gala Ballyhaunis Co. Mayo**

**Operating Assistant**

- The operation of the till, cash, card machines and other appliances within the shop.
- Ensuring that the shop floor is kept in a pristine manner and stock is rotated frequently.
- Solving issues within the shop that arise with customers which are dealt with without a manager needing to intercept.

**June 2017 – August 2017**

**Wheats Catering Limited**

**Temporary Catering Assistant**

- Working in a fast-paced catering environment.
- Ensuring that plates and cutlery was taken off trays and brought to the kitchen.
- Working on the floor keeping it in an organised and clean manner.
- Waiting on tables and ensuring that the customer is satisfied.
- Dealing with complaints that may arise with the food.

**Transition Year Work Experience:**

**Employed by Vila Clothing in Sligo Town**

- Stock Control.
- Till Operating – Using a card machine and handling cash.
- Responsibilities included assisting with the opening and closing of the store.

## **Hobbies & Interests:**

- Member of the Law Society and FLAC Society at Maynooth University.
- Fundraising for charities – Actively involved in fundraising for Debra Ireland and previously fundraised and volunteered for Special Olympics Ireland.
- Physical exercise - Attending the Gym Regularly.
- Swimming.
- Gaelic football.
- Traditional Music- Ability to play the Concertina and Violin.
- Musicals – Participated in the school musical Hairspray.
- Manual Handling Certification.

## **References:**

**Hugh Bonar**

**HEO, Office of Public Works**

**01-6458850.**