**Stephanie Glennon**

**28 Butterfield Park, Rathfarnham, Dublin 14**

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**EDUCATION**

* **College: University College Dublin 2016 - 2020**
* Course: Business & Law 4th Year
* Current GPA: 3.27 (2:1)
* Study abroad: The University of Tulsa, Oklahoma Jan-May 19
* Current modules: Equity, Banking Law, IP Law, Employment Law,

International Financial Management, People at Work.

* **Secondary School: Loreto High School Beaufort 2010 - 2016**
* Examination: Leaving Certificate (Higher level) – CAO Points 520
* Subjects: Geography A1, Biology A2, Irish B2, English B2, Economics B3,

Maths C1, French C3

**RELEVANT WORK EXPERIENCE**

**Administration Glennon & Associates Ltd June 2019- July 2019**

* I performed admin work using Microsoft Excel & Access.
* I set up new claim files involving emailing and liaising with clients.
* I attended the Hearing of a Personal Injury case in the Four Courts.

**Extern Public Defenders Office Jan 2019 - May 2019**

* I completed tasks in the office.
* I sat in on Trials in the Tulsa County Court House every week.
* I gained knowledge of the US Legal System.

**OTHER WORK EXPERIENCE**

**Retail Assistant Selected Femme Homme Aug 2018- Dec 2018**

* I sold clothes to customers while keeping the floor neat and tidy.
* I processed transactions at the till.
* I learnt what type of attire is suited for certain occasions.

**SKILLS PROFILE**

* **Club Memberships:** Grange Golf Club, UCD Ladies Hockey Club, UCD Tennis Club, UCD Tag Rugby.
* **UCD Societies:** C&E, Law Soc, I&E, SLS.
* **Volunteering:** UCD Orientation Team 2017
* **ICT:** Microsoft Office, ECDL, Bing AdWords, Bloomberg accreditation.
* **Communication:** Grade 4 Speech & Drama, Distinction in Oral Communications.
* **Leadership:** Junior Captain Grange Golf Club 2015, Senior Vice Hockey Captain LHS Beaufort 2015/16.

**OTHER ACHIEVEMENTS**

**Golf:**

* Girls Match Play winner Grange Golf Club 2013
* Golfer of the Year award Grange Golf Club 2014
* Most Improved Player Grange Golf Club 2015
* Winner of the Clandeboye Goblet Ulster Girls Open 2015
* Semi-final Intermediate Cup Team Representing Grange GC 2015
* Senior Cup Team Representing Grange GC 2017

**Hockey:**

* Senior Most Improved Player LHS Beaufort 2014
* School Girl of the Year Loreto Hockey Club 2015

**Music:**

* Grade 4 Piano Royal Irish Academy of Music 2013

**Other:**

* GaisceBronze medal award 2014
* Nominee Student of the Year LHS Beaufort 2011
* Driving Licence RSA 2015

References available on request.