Teresa Basquel Fahy

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**EDUCATION**

**Trinity College Dublin (TCD) Dublin, Ireland**

*History of Art and Architecture and Sociology (BA) Grade Attained: II.II*

**Institute of Education Dublin, Ireland**

*Leaving Certificate*

**WORK & RELEVANT EXPERIENCE**

**Hamilton Turner Solicitors Dublin**

*Intern June 2016-Sept 2016*

* I worked in aspects of administration and research while learning the foundations of law and the procedural issues in relation to the courts and individual clients.
* Along with organising cases file in relation to communication and filing, I would also write up briefs for counsel.

**John G Basquel Accountants, Dublin, Ireland**

*Tax Intern June 2012- Sep 2012*

* I have been working with John G Basquel & Co part time for a number of years.
* Welcomed clients to the company offices and ensured all their needs were met. I calculated and sorted financial statements for financial book keeping purposes.
* I carried out secretarial duties. I had specific responsibility for filing invoices and bank statements.
* I also carried out general office duties such as responding to phone enquiries and communicating with the public.

**The Eden Pub and Restaurant, Rathfarnham**

*Waitress June 2015-0ct 2015*

* I worked as a waitress serving customers by taking orders and dealing with any complaint they may have had.
* I had the responsibility of looking after money and was accountable for having the correct amount at the end of each shift.

**Aviva Stadium Compass Group Dublin**

*Waitress*

* Working in the catering and service areas around the stadium during match days.
* I would take orders and operate the tills in various food services in the stadium.
* Interacting with customers taking stock and handling money were the main aspects of the services in my work at the Aviva.

**The Orange County Fair, California, USA**

*Ticket Operator June 2014-Aug 2014*

* My duties were selling tickets that required interaction with customers to explain any deals or offers that were on.
* I also had to deal with large amounts of cash to ensure that my station was always balanced.
* This position gave me experience with handling customer enquiries, complaints and ways in which to resolve them.

**Meet and Greet Trinity College Dublin**

*Trinity representative Aug 2014-Sept 2014*

* I had the responsibility as an individual and alongside a team to meet international students who were coming to study at Trinity College at Dublin airport.
* I welcomed them to Ireland as I was the first interaction they would have with a Trinity representative.
* I also explained what college life and living in Ireland would be like.

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**OTHER SKILLS, ACTIVITIES & INTERESTS**

**Problem Solving & Numeric**

* In sociology problem solving or argumentation is a key aspect in studying society and how it operates.
* Also in the History of Art you learn to analyse images by comparing and contrasting them which results in noticing the finer details.

**Communication and Presentation**

* Member of The Philosophical Society Trinity college competitive Debating Society and have attended many competitions hosted all around Ireland.

**Creativity**

* Helped curate Trinity College private art works in the Yearly Hire Scheme.
* I am the Art History editor of the Histories and Humanities Journal three years in a row.

**Leadership**

* I was Pro librarian in the University Philosophical society in Trinity, the college debating society in which my team helped the communication of events and guests through social media and also through Photoshop posters.

**References**

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| **Employment Reference:***Andrew Turner*Hamilton Turner Solicitors Telephone: 01 6710555Email: law@hamiltonturner.com | **Character Reference:***Dr Angela Griffith* Professor Art History Trinity CollegeTelephone: 00 353 1 8962436Email: Griffiam@tcd.ie |