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| .  **Contact**     |  |  |  | | --- | --- | --- | |  | Sylvan House, Woodstock,  Inistioge, Kilkenny R95XN88, |  | |  | Tmorrissey2002@gmail.com |  |  |  | | --- | |  |   **Skills**   * Knowledge of IT -Word, EXCEL, Google * Good Communication skills * Teamwork skills * CIF Covid-19 Induction * Point-of-entry screening * Cleaning Skills  |  | | --- | |  |   **Accomplishments/ Extracurricular**   * Member of Enactus UCC * Member of UCC Fresher Hurling Management Team. * Member of Rower Inistioge GAA Club Senior Hurling Club * NUIG Freshers Hurling Team * UCC Junior Hurling Team * Member of CBS Secondary School Senior Hurling Panel * Achieved 9 Honours in Junior Certificate Examination & 7 honours in Leaving Certificate * Gaisce The President's Award - Bronze Award * Completed Transition Year Programme with Distinction * Elected to Student Council * Volunteer in Community Centre in Inistioge, Kilkenny. * Participated in School Choir  |  | | --- | |  |   **Certificates**   * Constriction Industry Federation Covid-19 compliance Officer Certificate * Manual Handling Certificate * Personal Safety and Awareness Certificate * Solas Safe Pass   **References**   * Dr Noel Woods of UCC * Tom Norriss, Managing Partner at MW Keller & Sons Law Firm   More references available on Request |  | **Tiernan Morrissey**  22-year-old 4thyear Law and Business student in UCC. Good work ethic and trustworthy.   |  | | --- | |  |   **Work Experience**  **Legal Assistant- *Kiely Solicitors-De Burca Greene Solicitors***  May 2024 to August 2024   * Assisted with property transactions. * Handled the incoming and outgoing calls for the firms. * Created Title documents. * Created invoices for clients. * Ensured all incoming letters and documentation was filed correctly and with the relevant solicitor. * Kept a constant communication with Banks on several clients.   ***Grinds for LC History, Exam Religion, Accounting and Business***  September 2023 to date   * Help Leaving Cert students in their studies.   **Steward- *Aviva***  September 2023 to date   * Helping the public at events and maintaining public order.   **General labourer- *Ward Personnel***  July 2022 to July 2023   * Performed General Labour duties.   **Legal Assistant- *MW Keller & Sons Law Firm***  June 2022   * Performed General duties such as courier and photocopying. * Meeting Clients and asking preliminary questions and then sitting in on meetings between partners and the clients. * Attended court with partners of the firm and was on hand to retrieve and/or find important documentation.   **Kitchen Porter, *Mount Juliet Estate***  June 2021 to May 2022 (part-time)   * Cleaning and portering duties in a very busy environment.   **Gatekeeper** **& Covid Compliance Officer** ***Clancy Brothers Construction***,  June 2020 to August 2020   * Reviewed identification cards and building credentials for workers and visitors. * Provided friendly and professional assistance to employees, visitors, and customers. * Covid-19 Compliance Officer- safety checks on personnel entering site.   **Courier & Office Assistant- Work Experience** ***Boland & Company, Solicitors***,  Kilkenny December 2018   * Developed good communication and organisational skills. * PC & Office Skills.   **Hotel Work Experience- General Duties- *River Court Hotel, Kilkenny***  November 2018   * Greeted customers with a cordial attitude and building positive relationships. * Tidy and cleared tables, housekeeping, porter duties, assisting hotel guests.   **Teaching Assistant in Primary School** ***St. Colmcilles's N.S.,*** *Inistioge, Kilkenny*  May 2018   * Assisted teachers with lessons and in effectively managing class behaviour.   **Warehouse Assistant -Work Experience** ***TRP Store Truck Parts***, *Bennettsbridge, Kilkenny*.  May 2018   * Managed deliveries of stock, ensuring materials were correctly counted and stored for maximum team efficiency. Cleaned and stored tools. * Operated forklift machinery complying with workplace safety standards and minimising risks. Transported truck part materials safely and efficiently.  |  | | --- | |  |   **First Year**  Overall-2:1  **Second Year**  Overall-2:1  **Third Year**  Overall-2:1 |  |  |