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| .**Contact**

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|   | Sylvan House, Woodstock, Inistioge, Kilkenny R95XN88, |   |
|   | Tmorrissey2002@gmail.com |   |

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**Skills*** Knowledge of IT -Word, EXCEL, Google
* Good Communication skills
* Teamwork skills
* CIF Covid-19 Induction
* Point-of-entry screening
* Cleaning Skills

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**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

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**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.

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**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.

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**First Year**Overall-2:1**Second Year** Overall-2:1**Third Year**Overall-2:1 |  |  |