**Vanessa Frawley**

170 Gleann na Ri, Druid Valley, Cabinteely, Dublin 18

083-3459418

[vanessa.frawley2@mail.dcu.ie](mailto:vanessa.frawley2@mail.dcu.ie)

**Education**

2012-2016: Bachelor of Civil Law, Dublin City University

2014-2015: LLB Law, University of Stirling, Stirling, United Kingdom

2006-2012: Loreto Abbey Dalkey, Co. Dublin

Leaving Certificate 425 CAO points

**Relevant Experience**

Jun 2014-July 2014: Intern, McKeever Rowan Solicitors

Core Duties:

* Preparing and binding court briefs
* Faxing, filing, posting as requested
* Attending court and taking notes accordingly
* Registering deeds
* Adhering to client confidentiality

**Additional Work**

Jun 2011-Present: Waitress, Brady’s of Shankill, Co. Dublin

Core Duties:

* Serving food and drink
* Using the till and handling cash
* Maintaining cleanliness
* Communicating with customers

May 2015-Sept 2015: Server, Ulysses’ Folk House, 95 Peal Street, New York 10004

Core Duties:

* Greeting and seating customers
* Taking food and drink orders
* Familiarising myself with the New York service industry

1

Oct 2014-May 2015: PR Staff, Fubar Club, 6 Maxwell Place, Stirling, United Kingdom

Core Duties:

* Setting door prices and organising special promotions
* Organising publicity for events, including flyers and posters
* Booking performance artists such as singers, DJs and musicians
* Managing budgets and accounts

**IT Skills**

* Microsoft Suite

**Achievements**

* Ability to converse in Gaeilge and French
* Commitment to Studies Award 2012
* Bronze medal in the President’s Gaisce Award
* Full Driving Licence
* Voluntary work through B.I.T.E (Ballymun Initiative for Third Level Education)
* Speech and Drama Awards

**Referees**

Ann O’Neill, Dr. Brenda Daly,

McKeever Rowan Solicitors, Dublin City University,

IFSC, BCL Co-Ordinator,

5 Harbourmaster Pl, Glasnevin,

Dublin 1, Dublin 9,

[aoneill@mckr.ie](mailto:aoneill@mckr.ie) [brenda.daly@dcu.ie](mailto:brenda.daly@dcu.ie)

2