**Vanessa Frawley**

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

083-3459418

vanessa.frawley2@mail.dcu.ie

**Education**

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

 Grade to Date: 2:1

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

 Grade obtained: 2:1

2006-2012: Loreto Abbey Dalkey, Co. Dublin

 Leaving Certificate 425 CAO points

**Relevant Experience**

**Jun 2014-July 2014: Intern McKeever Rowan Solicitors**

* Preparing and binding court briefs.
* Faxing, filing, posting as requested.
* Attending court and taking notes accordingly.

Key skills: Teamwork, ability to work in a high pressure environment, general office administration and adhering to client confidentiality.

**Additional Work**

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

* Serving food and drink in a professional manner.
* Using the till and handling cash ensuring the cash flow was correct each evening.
* Maintaining cleanliness and ensuring customer satisfaction.
* Communicating with customers through taking orders and reservations.

Key Skills: Communication, working off initiative, customer service and time management.

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

* Greeting and seating customers.
* Taking food and drink orders and providing high standard of customer service.
* Familiarising myself with the New York service industry.

Key Skills: Adaptability, customer service and commitment.

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

* Setting door prices and organising special promotions.
* Organising publicity for events and booking performance artists.
* Managing budgets and accounts effectively.

Key Skills: Promotion of events, ability to make sales and communication.

**Volunteering and Community Involvement**

**2013-2014: Volunteer Ballymun Initiative for Third Level Education**

* Tutoring Leaving Cert students in higher level Irish in disadvantaged schools.

Key Skills: Organisational, communication and reliability.

**2010, 2015: Coach Cuala GAA Club and The University of Stirling**

* Coaching younger players as part of the Gaisce President’s Award and on Erasmus in Stirling.

Key Skills: Encouragement, awareness of different abilities and leadership.

**Achievements**

* Ability to converse in Gaeilge and French
* Commitment to Studies Award 2012
* Bronze medal in the President’s Gaisce Award
* Full Driving Licence
* Speech and Drama Awards
* Microsoft Office proficient

**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 brenda.daly@dcu.ie

 2