

# Curriculum Vitae

**Zoë Byrne**

## **Personal Details:**

**Name:** Zoë Byrne  
**Address:** 109 Ferndale, Navan, Co. Meath  
**Date of Birth:** 26/08/1996  
**Telephone No:** 0863442609  
**E-mail Address:** [zoe.byrne@me.com](mailto:zoe.byrne@me.com)

## **Education:**

**Primary School:** St Paul's Primary School,  
(2001-2009) Abbeylands,  
Navan,  
Co. Meath

**Post Primary:** Loreto Secondary School,  
(2009-2015) St Michael's,  
Navan,  
Co. Meath

## **Examination Results:**

***Leaving Certificate 2015 505 points (CAO)***

<i>Subject:</i>	<i>Level:</i>	<i>Grade:</i>
English	H	A1
Irish	H	B2
Mathematics	O	B3
French	H	B1
History	H	B1

Geography	H	B1
Biology	H	C1

**University:** Bachelor of Law LLB  
(2015-Present) Maynooth University,  
Maynooth,  
Co. Kildare

**Work Experience:**

**Job Title:** Salon Manager  
**Date:** August 2012 - Present  
**Employer:** Robert Byrne Hairdressing  
5 Belfry View,  
Navan,  
Co. Meath  
Mr Liam Byrne (Owner)

**Duties:**

- Tidying the salon floor and cleaning up the kitchen.
- Attending to the clients and providing them with refreshments.
- Answering the phone and making appointments.
- Operating the checkout tills.
- Washing hair.
- Making and organising orders.

**Job Title:** Beauty and Fragrance Sales Assistant  
**Date:** October 2017- January 2018  
**Employer:** Arnotts  
12 Henry Street,  
Dublin 1.

**Duties:**

- Tidying the shop floor.
- Replenishing stock and making sure the standards of the floor were perfect.

- Wrapping Christmas presents.
- Helping customers and providing them with the best shopping experience possible.
- Opening and closing the tills.

**Job Title:** Retail Sales Assistant

**Date:** June 2018 - August 2018

**Employer:** Indigo Bookstore

2505 Granville St,

Vancouver,

BC V6H 3G7,

Canada.

**Duties:**

- Arranging orders for customers
- Operating the tills
- Helping customers and providing them with a pleasant shopping experience.
- Tidying the shop floor.
- Replenishing stock as needed.
- Greeting customers.

**Job Title:** Intern

**Date:** 29th October 2019 - Present

**Employer:** Transparency International Ireland,

69 Middle Abbey St,

North City,

Dublin,

D01 P5Y4.

**Duties:**

- Operating free legal advice helpline.
- Assisting in general office administration.
- Email handling.
- General research and analysis.
- Legal research and analysis.

*Previous Short Term Work Experience:*

**Date:** October 2014 (One Week)

**Employer:** A&L Goodbody,  
28 North Wall Quay,  
North Wall,  
Dublin 1

**Interests and Hobbies:**

- Swimming
- Jogging
- Yoga

**Achievements:**

- Chosen to participate in a Law Start Day with A&L Goodbody 2016.
- Completed Flora Women's Mini Marathon 2013.
- Bag packing for St Vincent de Paul 2012.
- Received a brown belt in Karate.
- Bronze medal for Community Games Swimming Competition Meath 2012.

**Referee:**

Mr Liam Byrne (Employer)

Robert Byrne Hairdressing,

5 Belfry View,

Navan,

Co. Meath