**Sarah Hetherton**

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**Co.Cavan**

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**PROFILE**

I have just graduated from AIT with a 2.1 honors degree in Business and law. I have knowledge of contract law, Tort law, Equity Law, Land Law, Revenue Law, Equity Law, Company Law, Criminal Law, EU Law, and employment Law. I also of knowledge and experience in Managing People and Organisational Changes, System and Project Management, Strategic management, Ethics and Relationships, Managerial Finance, HR , E-business and accounting. I have the ability to manage large complex multiple projects. I have excellent written, verbal and computer skills. I am ambitious, eager to learn and I have a strong work ethic. I am highly organised and have the ability to meet deadlines.

**CAREER HISTORY**

**Server, Moe Moons Bar and Grill, Myrtle Beach. Summer 2015**

Worked with customer on a day to day basis as part of a well-trained team, served food and drink in a high paced environment. Answer any questions about the menu also offer and give suggestions. Interact with customers showing great customer service.

**The Sheraton Hotel, Athlone, Co. Westmeath**

Worked as a waitress in the 5 star fine dining restaurant, again worked as part of a team, serving food and drink to customers with excellent customer service. Presentation of wine

Meeting and greeting customers, dealing with complaints.

**Elite Marketing, Talbot Street, Co. Dublin**

Worked as part of a highly motivated sales team , the product which I was selling was sky TV , I was constantly interacting with customers , had to be highly motivated and work driven , with goas and targets to be met each week .

**Cavan Garda station, Main Street, Co. Cavan**

Shadowed a garda out on patrol and in the office, I filed and organised paper work, also attended the courts**.**

**Achievements:**

I have a full driving licence, great interest in Rugby and I have played for a number of ladies teams including, Cavan, Navan and Newry. I also have an ulster medal. Travelled to the U.K in 2009 and won the east midlands tournament. Completed a number of open water lifesaving courses and first aid with the Irish water. I have raised money for a number of charities including, concern, Cancer research and CRY.

**EDUCATION & TRAINING**

2011-2015 Athlone Institute of Technology

 **Bachelor (hons) in Business and Law 2.1**

2014-2015 Final year Modules include: Managing People and Organisational Changes, System and Project

 Management, Equity Law, Strategic Management, Land Law, Ethics and Corporate Social

 Relationships and Fundamentals. 2.1 grade awarded

2013-2014 second year modules included: Revenue Law 1&2, Business Management and Enterprise,

 Managerial Finance 1 & 2, Company

 Law, Criminal Law, European Law. 2.1 grade awarded

2012-2013 Third year modules included: Quantitative Techniques, Contract Law, Employment Law,

 Operations Management, E-business, Human Resource Management and Tort Law.

 2.1 grade awarded

2011-2012 First year modules included: Irish Legal system, Constitutional Law, Business Management,

 Accounting, Economics, I.T, Computer Applications (written and practical). 2.1 grade awarded

2011 Leaving Certificate, Virginia College, Virginia, Co. Cavan

 Subjects: Ordinary level Maths graded B, Higher Level English graded B, Higher Level

 Geography graded C, Ordinary level French and Ag.Science graded D, Higher level

 Biology graded C, Ordinary level Irish graded D.

1998 – 2006 Primary School; Knocktemple, NS, Virginia, Co.Cavan.

**IT SKILLS & LANGUAGES**

* IT Skills: WordPress, Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.
* List languages and competency level – fluent English, small knowledge of French and Irish.

**INTERESTS**

I have a huge interest in horses , I like to show jump and hunt and I was a member of the Ballymacads Hunt for a number of years , also attended meetings to deal with organising events monies and accounts for the hunt itself. I also love to go to the gym and read a lot.

**References available on request**

Dr. Deirdre Mc Gowan, Eamon Gillespie,

Law Lecturer, Crover House Hotel,

Athlone Institute of Technology, Mountugent,

 Athlone, Co.Cavan.

 Co.Westmeath.

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