

Dervla Ganly

**Creaghduff Coosan
Athlone
Co. Westmeath**

Tel. +353 838612738

**e-mail:
dervlaganly@gmail.com**

PROFILE and SKILLS

I am an experienced sales assistant; I have learned good customer care skills and I have the ability to handle payments and reconciliations. I am a conscientious individual with very good interpersonal and communication skills. In addition, I cope well under pressure and can work equally effectively on my own or as part of a team. I am a positive person with a friendly disposition and would apply myself diligently to any task required of me.

Key Skills:

- First class honours QCA
- Proficient with Microsoft Word, Excel and PowerPoint
- Customer Care Service
- Cash handling experience
- Motivated and hard-working
- Ability to work under pressure

TRAINING and EDUCATION

2019-Present National University of Limerick

Pursuing Law

**2013-2019 Our Lady's Bower Secondary School, Retreat Road,
Athlone**

Honours Leaving Certificate

WORK EXPERIENCE

Aug. 2022 Hugh J. Campbell & Co Solicitors (5-week internship)
Legal Intern:

- Legal Research for clients
- Receptionist duties including answering the phone and greeting clients
- Attending Court
- Photocopying and scanning documents

2021-2022 KTA Limited (9 months Cooperative Education Placement)
Trainee Tax advisor:

- Preparing client's tax returns
- Attending team meetings
- Phone calls with revenue, governmental agencies and other professional services firms
- Carrying out legal and tax related research to aid with tax advisory projects

Dec. 2019 River Island, Athlone Town Centre (Part-time Christmas Contract)

Sales Assistant:

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- Making sure that the shop floor was always in pristine condition with displays perfectly maintained.
- Handling cash and card transactions
- Providing customers with advice on the right products for them.

2016-2019 Bay Sports Athlone Co. Roscommon

Duties included:

- Lifeguard
- Receptionist
- Boat Pilot for customers
- First Aid Responder
- Shop Floor Assistant

Dec. 2017 Dunnes Stores, Montree, Athlone (Part-time Christmas Contract)

Sales Assistant:

- Processing cash and card payments
- Organising stock in store
- Assisting customers to locate their requirements.

ACHIEVEMENTS / HOBBIES / INTERESTS

In my spare time I enjoy keeping fit in the gym; practicing meditation and yoga; walking my dog; cooking; taking photos; reading books; kayaking on Lough Ree; and socialising with family and friends.

After completing a semester abroad in the Spring of 2022 at the University of Bologna, I have a newly found thirst for travel and adventure. I am currently completing a 180-hour TEFL course with The TEFL Institute of Ireland, which I am set to finish in the coming weeks and plan to use in the future to teach children English on future ventures.

I regularly fundraise for The Meningitis Research Foundation and will be completing a weeklong trek in the Atlas Mountains in Morocco in Summer 2023 in aid of the MRF.

I have several awards for rowing with Athlone Boat Club from the age of 12 until 18.

I am a recipient of the Bronze Gaisce Award (President's Award for success in 4 key challenge areas).

I have achieved a Lifeguard Certification and I am a qualified First Aid Responder.