**Heather Lees**

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PERSONAL PROFILE

A hardworking, adaptable and focused person who enjoys working as a team or independently. Has great skills in organisation, time management and communications.

Can work in a fast-paced environment and can take on any new tasks and responsibilities as required.

**EDUCATIONAL HISTORY**

2022 – Present Law Pathways (BCL) Level 8

University College Cork, Co. Cork

2021- 2022   QQI Level 5 Legal Administration

                          Cork College of Commerce, Co. Cork

Final grade: Distinction

**AWARDS**

2020 Raised over €200 for the Mater Foundation.

2017     Achieved a black belt in Taekwon-do.

2014    Received a Merit LAMDA.

**WORK EXPERIENCE**

March 2023 – Present **Specsavers Opticians, Wilton, Cork**

**Optical Dispenser**

**Duties include:**

* Administration tasks such at scheduling and arriving appointments, organising patient files, etc.
* Liasing between patients and opthamologists about the patient's medical needs.
* Ordering in prescriptions for glasses and contact lenses

June 2022 – March 2023 **Herlihy’s Centra, 40 Patrick Street, Fermoy, Co. Cork**

***Sales Assistant (June 2022 – September 2022)***

***Supervisor (September2022 – March 2023)***

**Duties include:**

* Being a keyholder of the building which includes opening and closing the shop as well as dealing with the company safe.
* Liaising between sales assistants and higher management.
* Carrying out administration tasks like stocktakes, end of day reports etc.

January 2022 **Comyn, Kelleher, Tobin, 2 George’s Quay, Co.Cork**

***Work Placement***

**Duties include:**

* Administration work such as, preparing briefs, printing and scanning documents, uploading documents on Legal Evolve, dealing with clients and solicitors on the phone, etc
* Assisting interns with various jobs like, preparing a chronology, attending meetings, doing research for articles and cases, hand delivering letters etc.

Nov’ 2020 - 2021 **The Rathcormac Inn, Rathcormac, Co. Cork**

***Bar and waiting staff position***

**Duties include**:

* Arranging table bookings to meet current COVID regulations and protocols.
* Serving food and beverages to the public.
* Taking orders and ensuring special requests e.g. dietary allergies, are adhered to.

Jun’ 2018 - Jul’ 2021 **Flamingo Redz Hair Salon, Rathcormac, Co. Cork**

***Receptionist, front of house point of contact, and general hairdressing assistant***

**Duties include:**

* Organizing appointments and supplies to meet current COVID regulations and protocols.
* Working with the hairdressing staff to provide a high level of customer care.
* Cleaning and restocking of hairdressing stations.
* Providing first point of contact for the public including pre-washing of hair and checking on any possible allergies to hair dyes etc

 References available on request.