**Curriculum Vitae**

Rachel Smyth

|  |
| --- |
| A dedicated student, with good interpersonal skills. I have good leadership skills and enjoy working as part of a team. |

**Personal details:**

Address: Tullygate Lodge,

Rossmore Park,

Monaghan.

Telephone: 0877023820

**Education:**

Present Final Year LLB Law Degree Maynooth University

2015 Leaving Certificate Examination

2012 Junior Certificate Examination

* 1. Monaghan Collegiate School, Corlatt, Monaghan.
  2. St. Louis GNS, Park Road, Monaghan.

**Employment:**

**Date:** July 2013 – Present

**Employer:** Hillgrove Hotel Monaghan

**Duties:**

* Ensure best levels of customer care are always delivered.
* Ability to deal with guest queries in a friendly and efficient manner.
* Strong decision making and problem-solving skills.
* Ability to lead, multi-task and make decisions in a fast-paced environment.
* Training in new staff and giving them assistance if required.
* Taking orders and serving food to a high standard.
* Always making sure the customer is happy by going back to check on the table and ask if they require anything further.

**Date:** July 2014 – Present

**Employer:** Barry Healy & Co. Solicitors

**Duties:**

* Answering the switch phone and transferring the client to whoever they wish to speak to.
* Printing and Photocopying.
* Attending court to assist the Solicitor with note taking or selecting files.
* General office duties.
* Learning the skills needed to become a successful people person which is essential in this area of work.

**Skills and Qualities:**

* I have good interpersonal skills and enjoy talking to people. I feel I have attained these skills through working in a hotel environment dealing with customers regularly.
* I am a dedicated student and enjoy working hard to achieve goals.
* I am very open to taking part in any activities and like a challenge.
* I am motivated, honest and flexible and work well on my own or as part of a team.
* I can work off my own initiative in a busy working environment.
* I am willing to take on difficult tasks to challenge myself.

**Referees:**

Mr. Barry Healy Mrs. Joan McGillan

Barry Healy & Company Solicitors, “Tara” Mullaghdun

Hillside,

Monaghan. Monaghan.

Title: Principal Solicitor

Tel: 047- 71556 Tel: 087-280-6597

I would like to take this opportunity to thank you for reading my Curriculum Vitae.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rachel Smyth