

Ellie McGonagle

Contact Number: 0830596337

Address: 2 Woodlawn Terrace, Upper
Churchtown Road, Dundrum, Dublin 14

Email: ellie.mcgonagle@gmail.com

Education:

2003 – 2016 Notre Dame Secondary School, Upper Churchtown Road,
Dundrum, Dublin 14.

2002 – 2003 Mount Anville Primary School, Stillorgan, Co. Dublin.

2016- present Trinity College, College Green, Dublin 2.

Leaving Certificate 2016

545 points.

Work Experience:

13th December 2013: Four Courts, Inns Quay, Dublin 7. – Walking Tour of The Four Courts Building and watched a court case. McGonagle Solicitors, Dundrum, Dublin 14

8th - 12th December 2013: Notre Dame Junior School, Dundrum, Dublin 14. – 1. Minder for pre-school class 2. Designed the stage for the Junior School Nativity show. 3. Helped the Senior Infants class get ready for their Nativity play.

1th - 5th December 2013: Beaumont Hospital, Dublin 9. – 1. Prepared slides of blood and viewed them under a microscope. 2. We went to various different labs including: blood bank, blood transfusion, haematology and microbiology

3rd- 14th February 2014: St. Michael's House, Rathmines,- 1. Cared for the patients. 2. Went on outings with the members of St. Michael's House.

September 2016- April 2017: Dundrum Stationery, Dundrum, Dublin 14- 1. I did stock checks. 2. I organised the shelving arrangements. 3. I helped customers with their photocopying and laminating. 4. I made copy cards for customers. 5. I learned how to use the tills.

September 2017- November 2017: Milltown Golf Course, Lower Churchtown road, Milltown, Dublin 14. 1. I cleaned tables and set up the the tables in the morning. 2. I made tea and coffee for customers. 3. I brought the customer's orders to their tables.

July 2017- August 2017: Staples, Office Supplies, Vancouver, Canada. 1. I worked on the tills and allocated copy cards to customers. 2. I took orders for posters, copies, business cards etc. 3. I carried out these orders- this included printing, photocopying, laminating, binding etc. 3. I interacted with customers and provided assistance for those who were struggling with the self-service machines.

October 2018- May 2019: Movies@Dundrum, Dundrum Town Centre, Dublin 14. 1. I worked on the tills, sold tickets and food to customers. 2. When I was ushering, I was required to clean the screens after a showing and carry out screen checks every half an hour. 3. I was required to make nachos and package popcorn.

Cover Letter
2 Woodlawn Terrace,
Upper Churchtown Road,
Dundrum,
Dublin 14.

Skills and Qualities:

Enthusiastic, persuasive, independent, leadership and ability to take in initiative.

Interests and Hobbies:

Member of The Irish Committee in school.

I enjoy music and have been playing guitar for 2 years.

I enjoy the subject English and participated in the 2014 Poetry Aloud Competition.

I also enjoy photography.

I enjoy creative- writing and have published some of my stories online.

Achievements:

I took part in the Poetry Aloud Competition

I completed the ECDL course.

I completed the Driver's Ed course.

I received an honours grade in my drama exam in 2014.

I have completed my drivers theory test.

I was a prefect for the second year class.

I received the 'hardwork and dedication' award at the end of year school ceremony, 2016.

References:

Oonagh Foy,
McGonagle Solicitors,
Dundrum Village,
D14,
0860618347.

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

Signed:

Date:

Terrace,

Road,

D14.

10/02/20

Dear Sir/Madame,

2 Woodlawn

Upper Churchtown

I am in my final year at Trinity College, Dublin 2. I study English and Film. I am twenty years old. I would like enquire about the possibility of a work placement with your establishment.

The reason why I am seeking such a placement with your company is because i would love to have some experience under your guidance. I am friendly, enthusiastic, persuasive, independent, reliable and hard working.

If you can facilitate me on during the academic year, I would be deeply grateful. I can be contacted at my address above, my mobile 0830596337 or by email at ellie.mcgonagle@gmail.com

I look forward to hearing from you in the very near future.

Thanking you in anticipation,

Yours sincerely,

Ellie McGonagle